

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

TABLE OF CONTENT
FY15

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
Please note **SOME ITEMS NEED SPECIAL APPROVALS/LETTERS/Waivers
For ITEMS BEING PURCHASED? Please READ AND REFERENCE YOUR DESK GUIDE-
NAVSUPINST 4200.99B-(SERIES)NAVSUPINST 4200.85D/Special Attention Listing
Before PURCHASING ANY ITMES.Please obtain needed documentation and insert
with your procurement package for audit purposes.

MUST PRINT OUT A SCREEN SHOT IF YOU CANNOT OBTAIN AN ITEM FROM A
MANDATORY SOURCE AND PUT WITH YOUR PACKAGE FOR AUDIT PURPOSES

A

Ability One (Formally Javits-Wagner-O'Day (JWOD))

Admin (Office) Supplies- Local ServMart or on Line Servmart

Advance Payment - NAVSUPINST 4200.85D- pg 1-3/NAVSUPINST 4200.99B Workbook-pg. 6-59. No Advance payments) exceptions are only for Subscriptions and Training. NAVSUPINST 4200.99B guide page 6-59. 6-60- read both to see if applies to your activity purchase.

Advertising, Civilian Personnel- - NAVSUPINST 4200.85D- pgs. 4-5- Need HA approval LETTER from RCO before purchasing. Need letter before purchasing. NAVSUPINST 4200.99B page 6-60.

Advertising, College or High School Publications- NAVSUPINST 4200.85D- pg. 4-5

Advertising, Contract Actions-- NAVSUPINST 4200.85D/ NAVSUPINST 4200.99B guide page 6-60.

ADVERTISING, Newspapers (Other than Civilian or Military Recruitment) NAVSUPINST 4200.85D- pg. 4-5

Air Conditioners- Need Waiver before purchasing.

Air Purifiers

Alcohol or Related Services- NAVSUPINST 4200.85D- pgs.- 98-99

Appliances in the Workplace-NAVSUPINST 4200.85D pg.8 NAVSUPINST 4200.99B guide page 6-52.

Ammunition- BLANKS ANY TYPE OF AMMO** MARCORSYSCOM

Athletic/Exercise Equipment -Need Waiver before purchasing from MCCS. See Special Waiver Listing

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

ASBESTOS/ASBESTOS REMOVAL- Prohibited/ASBESTOS REMOVAL-CONTRACT ONLY

Attendance/Witness Fees

Audio/Visual/Photographs- NAVSUPINST 4200.85D- pgs. 82-88, 89-92, 93-96 Need Waiver from CVIC before purchasing. See Special Attention Listing.

Aviation Fuel

Awards, Military/Civilian Employees or Units

Awards, OSO Candidate/Poolee

Awards, Recruiter

B

BlackBerry, Equipment/Service

Books; Commercial, Technical

Briefcase- NAVSUPINST 4200.85D pg.-46

Bug Spray (Repellant) - NAVSUPINST 4200.85D -pg.-56-57

Buildings and/or Land, Rental or Lease of

Bus Transportation, Rental/Lease of - NAVSUPINST 4200.85D-pg 76-79,

Business Cards- NAVSUPINST 4200.85D-pg 12-13, 64-65- NAVSUPINST 4200.99B guide page 6-59.

C

Cable Television, Satelllite Dish, or other Service- NAVSUPINST 4200.85D-pg 8

Car (Vehicle), Rental/Lease of Commercial or GSA Cards, Christmas or Other Occasional- NAVSUPINST 4200.85D-pg.-15-16,17-18/19/76-78

Carpet-Wall-to-Wall/Edging Carpet - NAVSUPINST 4200.85D-pg 14

Carpet Cleaning Cash Advances Cash Refunds

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Cash Advances- Prohibited- [NAVSUPINST 4200.99B guide page 6-60.](#)

Center of Influence (COI) Functions

Cellular Phones and Service/Blackberries- [See Waiver listing- Need waiver- G-6 approval for phones- \(exception \(replacement phones\)\)](#)

Certification, Licenses; Professional Credentials- NAVSUPINST 4200.85D- pgs. 74-75

Christmas Decorations and other Seasonal Decorations- NAVSUPINST 4200.85D- pgs. 14

Clothing Safety /Specialty- NAVSUPINST 4200.85D- pgs. 79-80 [NAVSUPINST 4200.99B guide page 6-61.](#)

Commercial Vehicles Purchase of-Prohibited [NAVSUPINST 4200.99B guide page 6-61.](#)

Commercial Vehicles, Rental/Lease of (without Drivers)-Prohibited
[NAVSUPINST 4200.99B guide page 6-59.](#)

Conference Fees- NAVSUPINST 4200.85D- pgs. 1-3, 44-45, 74-75

Copiers- [Need Waiver before purchasing from G-6- See Special Attention Listing](#)

Coins/Medallions- NAVSUPINST 4200.85D- pgs. 58-60- CG letter or order. Coin log mandatory to keep on all coins for audit purposes. This log will be requested by the AAPC and audit team.

Commercial Vehicles with Driver for Transporting Supplies
Personnel, (Rentals) NAVSUPINST 4200.85D- pgs 15-16-17-18-19

Copier/Duplicating Equipment- [Need Waiver- G6 See special Attention Listing-](#)

Computers; Wireless Keyboard/External Drives/Printers/
Mouse/Monitors- [Need waiver from G-6- see Special Attention Listing](#)

Conference Room Rental- NAVSUPINST 4200.85D- pg- 44

Construction- NAVSUPINST 4200.85D- pgs. 20-24

Coveralls for Civilian and Military Personnel- NAVSUPINST 4200.85D- pgs. 79-80

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

D

Decorations, Christmas and Other Seasonal- NAVSUPINST 4200.85D- pg. 14

Decorations, Office

Deposits

Dry Cleaning Services- NAVSUPINST 4200.85D- pgs. 72-73

Duplicating Equipment - Need Waiver from G-6 before purchasing- see Special Attention Listing.

DVD (Digital Video Disk) - NAVSUPINST 4200.85D- pgs. 84-88

E

Educator Workshops, Lodging and Meal Support for- NAVSUPINST 4200.85D- pgs 44-45, 74-75

Employee Identification Tags- NAVSUPINST 4200.85D- pgs. 12-13 NAVSUPINST 4200.99B guide page 6-60.

Entertainment- NAVSUPINST 4200.85D- pg 25

Entrance Fees- NAVSUPINST 4200.85D- pgs. 74-75, 82-83, 93-96

Equal Employment Opportunity Complaint Investigator- NAVSUPINST 4200.85D- pgs. 4-5, 53-55

Exercise Equipment, Physical

Express Small Package Service (FEDEX)-If shipping OTHER THEN ADMIN SHIPMENTS THEN YOU MUST SET UP AN ACCOUNT WITH FEDEX and ONLY THEN YOU CAN USE THE CREDIT CARD FOR SHIPPING Small Packages

EZ PASSES- Please reference PCAN 24 Mar 2014- Contact your AAPC.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

F

Federal Prison Industries or UNICOR

Fines and Penalties

Fireworks Display- NAVSUPINST 4200.85D- pg. 29- NAVSUPINST 4200.99B guide page 6-61

Flags, Guidons, Standards- Need Waiver FOR CERTAIN FLAGS before purchasing. THEN YOU MAY USE DOD-E-MALL if the flag you are requesting is not on the Special Attention Listing. Check Supply System also.

Flags for Retiring Military Personnel- Need Waiver FOR CERTAIN FLAGS before purchasing. THEN YOU MAY USE DOD-E-MALL if the flag you are requesting is not on the Special Attention Listing. Check Supply System also.

Food Service Items- Need waiver from G-4 before purchasing items- See Special Attention Listing.

Furniture- NAVSUPINST 4200.85D- pgs. 72-73 Utilize BPA- Need Waiver from PCO- G-4 before purchasing.

G

Gasoline for Equipment or Rental Vehicle (Car or Truck) Gatorade or Other Electrolyte Drinks

General Officer Quarters, Support of

Gift Certificates/ Cards- Prohibited NAVSUPINST 4200.99B guide page 6-68

Global Positioning System (GPS) Gratuities

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

GOVERNMENT TO GOVERNMENT HR & OPM TRAINING ONLY (over 50k)- only appointed by the AAPC for 50k single purchase limit.

GSA Fleet Vehicle, Support of all Government Vehicles

Guard Services, Contracting for- NAVSUPINST 4200.85D- pg. 30

Gym Memberships- NAVSUPINST 4200.85D- pg. 48

H

Hazmat- NAVSUPINST 4200.85D- pgs. 9-10, 31-36/Utilize authorized AUL list. Contact your AAPC

HEATERS- (PORTABLE) - Need Waiver before purchasing from Fire Prevention Dept.

Holiday and Other Seasonal Decorations- NAVSUPINST 4200.99B guide page 6-60.

I

Information Technology-Computer Hardware (Peripherals) and you will need a waiver from G-6 before purchasing.

Information Technology Software- You will need waivers from G-6. See Special Attention Item Listing. NAVSUPINST 4200.85D- pgs. 38-42- Need Waiver before purchasing Hardware or Software.

Insurance (Rental Vehicle) - NAVSUPINST 4200.85D- pg. 19

Internet Service

J

Janitorial Supplies-Mandatory Source-Serv Mart on base or on line.

K

KEROSENE- PROHIBITED- MUST BE CONTRACTING.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

L

Laundry Service- NAVSUPINST 4200.85D- pgs. 72-73

Landscaping Items (such as mulch) Need Waiver before purchasing from G-5.

Lawn Equipment- Mowers/Weed eaters/Blowers-Need Waiver before purchasing from G-5

Light Refreshments at Conferences- NAVSUPINST 4200.85D- pg. 44

Lodging and Meals, Applicant (OSO Candidate or Poolee) Lodging and Meals, Military or Civilian Employees- NAVSUPINST 4200.85D- pgs. 45, 74-75/NAVSUPINST 4200.99B guide page 6-62.

Luggage or Garment Bags- NAVSUPINST 4200.85D- pg. 46/NAVSUPINST 4200.99B guide page 6-62.

M

****MANDATORY SOURCES MUST BE UTILIZED BEFORE ANY OTHER OUTSIDE VENDOR** SEE ALL REGULATIONS**

Maintenance Purchases/ Electrical/Plumbing/HVAC/security & safety equipment. Please see PCAN. You may purchase items under the DOD E Mall but cannot exceed the threshold.

Marine Corps Exchange Purchases- NAVSUPINST 4200.85D- pgs. 26, 49-50

MATERIAL ARTS- Equipment- Must check you NSN system 1st before purchasing.

Medical Care, Military and Civilian Employee- NAVSUPINST 4200.85D - pg. 47/NAVSUPINST 4200.99B guide page 6-62

Membership Dues in Non-Federal Entities NAVSUPINST 4200.85D- pg. 48/NAVSUPINST 4200.99B workbook page 6-62.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Motorcycle Safety Training NAVSUPINST 4200.85D- pgs. 75-75

Moving Services

Music (Incentive) & Music Equipment- HA waiver needed. NAVSUPINST 4200.99B workbook page 6-61- Will need HA Approval Letter before purchasing.

N

Nametags- NAVSUPINST 4200.85D- pgs. 19

Newspapers, Magazines, Periodicals- Need approval before purchasing from your senior Official. Must have Senior Officials Approval that these items are necessary for you organization- before purchasing- NAVSUPINST 420085D, NAVSUPINST 4200.99B-

O

Office Moves- NAVSUPINST 4200.85D- pg. 19

Official Representation Funds (ORF)

Office Supplies- Mandatory -Local Serv-Mart or Serv Mart Line and then DOD E Mall. See additional info on new FY 13 PCAN 3.

P

Paper, Copier/Printer

PayPal/Third Party Payment Merchants- NAVSUPINST 4200.99B guide page 6-57

Pest Control Services- NAVSUPINST 4200.85D- pgs. 56-57/pg 20-24

Personal Services- Prohibited NAVSUPINST 4200.99B guide page 6-63.

Pesticides- NAVSUPINST 4200.85D- pg. 56 -NAVSUPINST 4200.99B guide page 6-63

Plaques, Ashtrays, Paperweights and other Mementos as Give Always
NAVSUPINST 4200.99B guide page 6-63.

Plastic Ware and Paper Products- NAVSUPINST 4200.85D- pgs. 61-62, 67-68

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Portable Heaters- [Need Waiver before purchasing. Waiver from Fire Prevention](#)

Post Office Box, Rental NAVSUPINST 4200.85D- pg63

Postage Meter, Resetting of

Postage Stamps

Printers, Computer

Printing and Duplication, Commercial- NAVSUPINST 4200.85D- pgs. 64-65/ [NAVSUPINST 4200.99B guide page 6-64.](#)

Privately Owned Vehicle (POV) Parking

Promotional Items- NAVSUPINST 4200.85D- pgs. 58-60

Propane- NAVSUPINST 4200.85D- pgs. 31-32

Purchase from Government Employees or Business Owned or Controlled by Government Employees- NAVSUPINST 4200.85D- pgs. 66

Pull up Bars- [Need Waiver from Public Works- See Special Attention Listing.](#)

Q-R

Radio Frequency and Wireless Devices [NAVSUPINST 4200.99B guide page 6-65.](#)

Raincoats and Umbrellas

Recreation Rooms, Barracks

Refreshments Provided in the Workplace (Purchase of Beverage and/or Food Items

Religious Ceremonies, Food for

Religious Education Programs, Support of

Relocatable Buildings- NAVSUPINST 4200.85D- pgs. 20-24

Reprographic Equipment- NAVSUPINST 4200.85D- pgs. 82-88/ [NAVSUPINST 4200.99B guide page 6-66.](#)

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

S

Safety Shoes/Boots/Glasses- NAVSUPINST 4200.85D- pgs. 79-80 Need Waiver from Safety Division before purchasing. See Special Attention Listing

Section 508

Self Help Projects (Paints/Nails/Boards-Need Waiver G-5 See Special Attention Listing.

Service Fee For/Convince Fee / cannot exceed threshold

Sheds & Gazebos Building Benches, Pull up Bars /Need Waiver before purchasing from Public Works. See Special Attention Listing.

Shredding Services- NAVSUPINST 4200.85D- pgs 20-24

****Surcharges-** See page 78- PCAN 24- **Cannot exceed threshold**

Also pay attention to freight and tax if added. *****

T

Tax- US GOVERNMENT IS tax exempt- See PCAN 14 OR CONTACT YOUR AAPC

Taxidermy

Terms and Conditions- see pg- 6-12 Desk Guide-Please contact your AAPC BEFORE PURCHASING THE ITEM TO REVIEW FOR APPROVAL.

Please review www.navsup.navy.mil- select- Purchase Cards/ Knowledge nuggets and then PCKN15 to review regulations if you are uncertain.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Third Party Payments (PayPal, etc.) Tolls, Road/Bridges-DO NOT USE UNLESS YOU CANNOT LOCATE ANYONE ELSE. ALSO THE AO MUST WRITE A JUSTIFICATION FOR THE FILE.

Towing Services

Training- Off the Shelf-NAVSUPINST 4200.85D- pgs. 74-75, Desk Guide- Must mark on the RCOPR that it is off the self-training. Ch. will do this

Travel or Travel Related Expenses- [NAVSUPINST 4200.99B guide page 6-67](#)

Please review tutorial NAVSUP SITE- PCKN 15 www.navsup.navy.mil

Trophies/Awards/Plaques/Coins ** NAVSUPINST 4200.85D- pgs. 58-60

Transportation for Logistic Shipments, NAVSUPINST 4200.85D- pg. 19

Purchase of Travel or Travel Related Expenses- NAVSUPINST 4200.85D- pg. 45

TV'S- CIVIC WAIVER- See waiver listing

U

Uniform Allowance (Cash) Uniform Items- NAVSUPINST 4200.85D- pgs. 79-80

Uniform Items- [NAVSUPINST 4200.99B guide page 6-67.](#)

USMC, Unofficial Use of Seal, Emblem, Names or Initials- NAVSUPINST 4200.85D- pg. 81

Utility Services- NAVSUPINST 4200.85D- pgs. 81

V

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Vacuum Cleaners

Vehicle Washing and Detailing

Visual Information VI Equipment- NAVSUPINST 4200.85D- pgs. 84-88, 89, 92, 93, 96_
NAVSUPINST 4200.99B guide page 6-67.

Vital Documents

W

Warranties- May be only purchased with the item at the time of the purchase.

Water, Bottled- NAVSUPINST 4200.85D- pgs. 67, 68, 68, 97/ NAVSUPINST 4200.99B guide page 6-67.

Water Coolers in the Workplace; Purchases/Rental NAVSUPINST 4200.85D- pg. 97

Water/Sewage SVC, Fee for

Weed Eaters- Need Waiver from G-5 before purchasing. See Special Attention Listing

Weapons/Dummy Ammo- MARCORSYSOM- ONLY

Wheelchair

Withdrawal of Tax-Free and Specially Denatured Alcohol- NAVSUPINST
4200.85D- pgs. 98-99

Witness/Attendance Fee

WTBN PARTS * NOTE* Do not need a waiver for support of competition

In arms program in accordance with MCO 8373.

XYZ

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Please check all listings- before purchasing. Mandatory Source listing 1st /NAVSUPINST 4200.99B/Guide Book pg. 6-49 thru 6- You must print out a screen shot and put with your package if the item is unavailable thru mandatory sources.

Mandatory sources are defined in the NAVSUPINST 4200.99B as: MANDATORY SOURCES MUST BE USED BEFORE ANY OTHER SOURCE OF VENDOR.

MUST PRINT OUT SCREEN SHOTS WHEN YOU DO NOT UTILIZE MANDATORY SOURCES TO PURCHASE THE REQUIRED ITEM. KEEP WITH YOUR AUDIT PACKAGE.

Mandatory Sources. (FAR 8.002 Priorities for use of Government supply sources). The first step in the acquisition process is screening requirements for their availability from the mandatory Government sources of supply. The following sources are

Statutory and required for use by DON contracting

Officers/buyers (listed in descending order of priority).

For Supplies: - Please Google web sites and keep as your Favorites and check sites before each purchase. If buying from Mandatory Sources then your audits will be very simple. Mostly everything is under one of the below Mandatory Sources.

Agency inventories- Serv Mart on Base or On-Line

Excess inventory from other agencies

Federal Prison Industries (FPI)/UNICOR)

National Industry for the Blind (NIB)/Severely Disabled (NISH) Wholesale Supply Sources

Mandatory Federal Supply Schedules (FSS) Optional use FSS

Commercial Sources (including educational and nonprofit institutions)

For Services:

NIB/NISH

Mandatory Federal Supply Schedules (FSS) Optional use FSS

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

FPI/UNICOR or Commercial Sources (including educational and nonprofit institutions)

Per NAVSUPINST 4200.99B-Guide- pg. 6.35

(6) Nonuse of DON directed sources. Occasionally it may not be practicable to meet requirements by purchasing supplies or services from the DON directed sources in items (1) and (2) above. In this case, the AO/CO will pre-approve the exception prior to the CH making the purchase and will justify the rationale for not using the DON directed source in the approved DON data mining tool.

(7) Other Supplies or Services. Requirements for supplies and services other than those listed in items (1) through (5) above may be purchased from a local open market source when the requirement can be met for a lower cost or faster delivery than purchased from a Federal Supply Schedule (FSS). Attempt to rotate open market purchases among qualified vendors to the maximum extent practicable.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

This is a guide to help all Ao and Ch to reference before purchasing any items. Please note Advertisements/IT/Newspapers/ Periodicals/Magazines/Safety Items/COINS/AWARDS/Plaques/Trophies/ Sheds/Gazebos/Hazmat/FLAGS/Cell Phones/Blackberries/Food Service Items/Furniture/Audio Visual/Athletic Exercise Equipment.

1.3rd party pay-(pay pal) - see NAVSUPINST 4200.99B IF MUST UTILIZE PAY Companies. TRY TO FIND SOMEONE ELSE AND IF NOT THEN THE AO MUST COMPLETE A STATEMENT FOR THE CH TO PUT IN THE FILE AS TO WHY 3RD PARTY IS UTILIZED.

Terms and conditions- please note can't sign anything on behalf of the Govt. Please utilize the NAVSUP SITE- UNDER PURCHASE CARD AND THEN KNOWLEDGE NUGGETS. ALSO COMPANY MAY HAVE TERMS AND CONDITIONS THAT MAY NOT HAVE TO BE SIGNED BUT STILL CONSIDERED A TERM AND CONDITION FOR THE ITEM OR SERVICE. A CONTRACT MAY HAVE TO DONE. PLEASE CONTACT YOUR AAPC AND MAYBE FORWARD THE ITEM IN QUESTION TO YOUR AAPC FOR REVIEW BEFORE PURCHASING.

If terms and conditions exist either by signing a document or pushing a computer button then you cannot do this. If only terms and conditions apply to payment then you can PURCHASE THE ITEM.

ALWAYS CALL OR SEND TO YOUR AAPC BEFORE YOU PURCHASE SO YOU DO NOT HAVE A VIOLATION. WE WILL REVIEW FOR YOU.

*****Waivers or special approvals are needed*****

PLEASE NOTE- SURCHARGE OR SERVICE FEE SHOULD NOT EXCEED YOUR THRESHOLD- PLEASE ALSO NOTE TAX AND SHIPPING IF CHARGED.

Please utilize mandatory sources- they should have most of what is a minimum need to the Govt and meets regulations concerning auditing issues.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Please take the time and READ the info that pertains to what you are purchasing and what approvals or waivers that are needed.

If you have any questions please contact your AAPC.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Ability One (Formally Javits-Wagner-O'Day (JWOD))

Rule: Mandatory.

Discussion: The JWOD Act (Federal Law not a regulation) mandates the procurement of products provided by the National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH). These two national, independent organizations help state and private nonprofit agencies participate in the JWOD Program.

The Committee for Purchase from People Who Are Blind or Severely Disabled (the Committee) has changed the name of the JWOD Program to the Ability One Program. The name of the program was changed to Ability One to give a stronger, more unified identify to the program and to show a connection between the program name and the abilities of those who are blind or have other severe disabilities.

Products available from Ability One:

Include, but are not limited to, administrative and office products, cleaning and janitorial supplies, hardware and paint supplies, food service & operating supplies, bedding, mattresses and furniture products, personal care & safety products, and medical and surgical products.

Cardholder must screen requirements for availability from Ability One and procure items if available.

The transaction file must contain documentation of this screening. (Screen shot are required).

Note: Current Department of Navy (DoN) and Marine Corps Policy mandates the purchase of office supplies using the various contract vehicles on the DoD EMALL, local ServMart, base store or the two Navy Contracts. This means that administrative products available from Ability One must be purchased from these sources.

Exception: None.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

- 1) 41 U.S.C. 46-2) FAR Part 8
- 3) NAVSUPINST 4200.85D
- 4) NAVSUPINST 4200.99B-4200 SERIES

Admin (Office) Supplies

Rule: Procurement of administrative (office) supplies is restricted to sources. Base supply store/ServMart or Virtual ServMart on line should always be your **1st point to check.**
Then you may utilize DoD EMALL. Please obtain a WAIVER FROM SERVMART BEFORE GOING TO DOD E MALL.

Discussion: Effective 1 May 2006, Department of Navy (DoN) policy mandates the purchase of office (admin) supplies to the various contracting vehicles available on the DoD E MALL, existing base supply stores/ServMarts, or from the two Navy virtual contracts. Order must meet micro threshold, \$3k for supplies and \$2,500 for supplies.

The DoN policy prohibits buying office supplies over the counter from commercial businesses. Similarly, **GSA Advantage, JWOD.com and other on-line sources are not to be used unless local supply stores/ServMarts are out of stock and an urgent need is noted.** A waiver/screen shot SHALL be included in the file.

Definition: Office Supplies (Products), which include, but is not limited to, binders, clips and fasteners, staplers, pencils, pens, paper, printer and toner cartridges, calendars, pads, notebooks, desk accessories, filing supplies, post-it notes, scissors, tape, waste containers, and data storage media. (Compact Discs (CD), diskettes, digital tape).

[https://www.navsup.navy.mil/ccpmd/purchase_card/policies instructions/ pcpn](https://www.navsup.navy.mil/ccpmd/purchase_card/policies_instructions/pcpn)

Transaction File Documentation Requirements:

- 1) Print and file a copy of the shopping cart for audit files.
- 2) Print and file a copy of the email confirmation for audit files.
- 3) File vendor invoices, sales receipts, packing list or other documents received from vendor.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

An exception to the requirement for a sales receipt, invoice or DoD Email order confirmation is when ordering from a DLA IDIQ contract (DLA IDIQ contracts are identified with the "MIL" icon). PCAN 21 Sep 07 "DoD Email receipt Procedures" states that the IDIQ vendor is not required to provide an invoice to the customer when ordering from the DLA IDIQ contract. The vendor will provide a packing slip with the items which will include the item and quantity ordered and sometimes the price. The price however will be different than what the CH will see on the monthly statement because the statement price includes a Cost Recovery Rate. The CH shall retain the shopping cart and the packaging slip in the purchase folder for all orders from a DLA IDIQ contract.

Receiving Documentation Requirements:

When ordering numerous items and quantities, the receiving official must indicate which items and how many of the items were received.

Exception: In situations where DoD EMALL, base supply stores/ServMarts, or the Navy virtual contracts cannot meet/satisfy a requirement, such as the delivery date, the below procedures apply.

- 1) Check availability from your existing base supply store/Servmart. Obtain documentation from the store that the item(s) is not available. Retain this documentation in the transaction file.
- 2) Check availability in DoD EMALL to determine if sources can satisfy your requirement (I need it today or poor planning is not an exception). Print and retain a copy of the DoD EMALL screen in the transaction file.
- 3) Check availability from the two Navy contracts. Print a copy of the Navy Contract screen and retain within the transaction file.
- 4) Once you document that the item(s) is not available from sources on the DoD EMALL, Navy Contracts, or base supply store/ServMart, you may procure for commercial sources.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Note: This exception is not applicable for routine supply purchases, i.e., you need 5 toner cartridges in your supply locker. To satisfy your emergency you may purchase 1 cartridge from the commercial sources and order the addition 4 from the DoD EMALL, Navy Contracts or base store/ServMart.

Files not thoroughly documented for the exception will be considered non-compliant with DoN/USMC policy for procurement of administrative (office) supplies.

References:

- 1) DON CCPMD PCPN #1
- 2) DON CCPMD PCPN #17
- 3) DON CCPMD PCAN 16 Feb 11
- 4) ASN (RD&A) memo of 12 Apr 2006
- 5) ASN (RD&A) memo of 28 Apr 2006

Advance Payments

Rule: Generally prohibited.

Discussion: The primary purpose of this prohibition is to protect the Government against the risk of nonperformance - "to preclude the possibility of loss to the Government in the event a contractor - after receipt of payment - should fail to perform his contract or refuse or fail to refund moneys advanced."

Definition: An advance payment is made to the contractor before supplies or services are inspected and accepted by the Government. Progress payments, partial payments and fast payment orders are not considered to be advance payments.

Exceptions: Advance payments are the least preferred method of contract financing; however, they may be provided on any type of contract with exceptions as described in FAR 32.403(a) and (b).

Other exceptions are:

- 1) [Post Office Box Rentals](#), as authorized by DoD FMR Vol 5.
- 2) [Subscription to Periodicals](#), as authorized by 31 U.S.C. 3324(d) (2), DoD FMR, Vol 10, Chapter 4.

- 3) Advertising, College or High School Publications when the cost does not exceed \$500.00 under any single contract.
- 4) **Rentals**, as authorized by Section 606 of the DoD Appropriation Act, 1960 or by 10 U.S.C 2396 or by other legislation specifically authorizing advance payment of rent.
- 5) **Tuition**, as authorized by 10 U.S.C. 2396(a) (3).
- 6) **Authorized insurance premiums**, including insurance of official motor vehicles in foreign countries as authorized by Section 603 of the DoD Appropriation Act, 1960.
- 7) **Expenses of investigation in foreign countries**, as authorized by Section 603 of the DoD Appropriation Act, 1960 or by other legislation authorizing payments for such expenses.
- 8) **Extension or connection of public utilities for Government buildings or installations**, as authorized by Military Construction Authorization Act.
- 9) **Purchase of goods or services in foreign countries** when the purchase price does not exceed \$10,000 or equivalent amount of applicable foreign currency and advance payment of the purchase price or of a part thereof is required by and made in compliance with the laws or regulations of the foreign country concerned, as authorized by 10 U.S.C. 2396(a) (1).
- 10) **Enforcement of the customs or narcotics laws.**
- 11) **Other types of transactions permitted by agency procedures under statutory authority.**
- (12) **Contract actions above the Simplified Acquisition Threshold (SAT)** may authorize use of advance payments. Request for advance payments must be submitted to the Director, Office of Financial Management Systems (NCF), Office of Navy Comptroller, via the Assistant Secretary of the Navy, Research, Development and Acquisition (OASN (RD&A) (ABM)).

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

(13) Registration fees incurred in rental of Booth Space or other similar requirements in the direct connection of recruitment efforts at commercial or public venues.

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99B - Desk Guide pg. 6-59
- 3) FAR 32.4
- 4) DFARS 232.4
- 5) DoD FMR Vol 5
- 6) Title 31, U.S.C. 3324(d) (2)
- 7) DoD FMR Vol 10, Chapter 4

Advertising, Civilian Personnel

Rule: Generally prohibited.

Discussion: The use of the purchase card and/or convenience check for payment of civilian personnel advertising is generally prohibited.

Exception: When determined in writing by an appropriate official to support shortages in important civilian personnel programs.

The Marine Corps Acquisition Procedure Supplement (MAPS) delegates authority to approve civilian personnel advertising to commanding officers and officers-in-charge of Marine Corps field activities. Commanders may authorize the advertising for civilian personnel positions when it is considered essential to support shortages in important civilian personnel programs. This determination must be in writing and signed by an appropriate official.

Definition: A shortage is considered to exist in an occupation if any activity, over a period of time, has attempted without success to recruit enough qualified persons to meet its needs. A shortage may also exist when an activity finds that the number of well-qualified individuals is considerably below normal expectations; even though there may be no scarcity of persons marginally qualified.

Advance Payment: Not authorized.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Special Approval: Yes. Commanding General via AC/S G1 or District Commanding Officer via District Civilian Personnel Officer

References:

- 1) Marine Corps Acquisition Procedures Supplement (MAPS)
- 2) NAVSUPINST 4200.85D
- 3) NAVSUPINST 4200.99B- Desk Guide pg. 6-60
- 5) DFARS 205.5
- 6) 44 U.S.C. 3702

Advertising, College or High School Publications (Military Recruitment)

Rule: Generally permissible.

Discussion: Advertising in college or high school publications in support of military recruitment efforts is generally permissible.

Advance Payment: Advance payment for advertising for military recruitment in college or high school publications is authorized not to exceed \$500.00 under any single contract.

Special Approval: Yes. District Commanding Officer.

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99B-4200 SERIES

Advertising, Contract Actions

Rule: Generally prohibited.

Discussion: Advertising contract actions are not authorized unless specific approval has been granted per DFARS 205.502.

Refer all requirements to the Chief of the Contracting Office, Regional Contracting Office, Marine Corps Recruit Depot and Eastern Recruiting Region, Parris Island.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Special Approval: Shall be in accordance with DFARS 205.502

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99B-4200 SERIES
- 3) DFARS 205.502

Advertising, Newspaper (Other than Civilian or Military Recruitment)

Rule: Generally prohibited.

Discussion: Advertising in newspapers for other than civilian or military recruitment is generally prohibited.

Exceptions: Newspaper advertising that is deemed necessary to support mission functions, i.e., EPA legal notices, Public Notice, etc., of an activity is generally permissible when approved in advance by the Chief of the Contracting Office, Regional Contracting Office, Marine Corps Quantico VA

Advance Payment: Not Authorized.

Special Approval: Yes. Director, Regional Contracting Office

References:

- 1) 44 U.S.C. 3702
- 2) DFARS 205.5
- 3) Marine Corps Acquisition Procedure Supplement (MAPS)
- 4) NAVSUPINST 4200.85
- 5) NAVSUPINST 4200.99B- Desk Guide pg. 6-60

Air Conditioners- for Initial purchase must screen PCO for availability. If replacement of existing units, no PCO approval is needed. MCBO P4400.1, Para 3003

Discussion: PCO approval needed for replacement air conditioner only

Special Approval: Yes- if not a replacement

Air Cleaners/Purifiers

Rule: Generally prohibited.

Discussion: The use of the purchase card and/or convenience check to purchase Air Cleaners/Purifiers is generally prohibited.

Purchase of air purifiers that benefit an individual employee is generally prohibited. In the absence of specific statutory authority, the cost of special equipment and furnishings to enable an employee to perform his or her official duties constitutes a personal expense of the employee and is not payable from appropriated funds.

References:

- 1) GAO Decision B-203553, 24 Sept 1982
- 2) GAO Decision B-211820, 12 Sept 1983

Alcohol or Related Services

Rule: Generally prohibited.

Discussion: The use of the purchase card and/or convenience check for the purchase of alcohol or related services, i.e., bartender etc., is generally prohibited.

Exception:

- 1) Sacramental or Kosher Wine for Religious Ceremonies
- 2) [Official Representation Funds](#)

References:

- 1) NAVSUPINST 4200.99B-4200 SERIES
- 2) DoD Charge Card Manual
- 3) MCO 1730.6D
- 4) SECNAVINST 7042.7K

Ammunition

Rule: Prohibited of any type including dummy ammo.

Discussion: The purchase of ammunition by any Marine Corps organization other than Marine Corps System Command (MARCORSYSCOM) is prohibited. POC at MARCORSYSCOM for ammunition requirements is Mr. David Marr at email: david.r.marr@usmc.mil.

Reference: MAPS Appendix H

Appliances in the Workplace

(This includes coffee pots, microwaves, refrigerators and other related items.)

General Rule. The acquisition of kitchen equipment purchased for the purpose of supporting civilian and military employees in the workplace is generally allowable provided the following conditions are met:

a. Appropriations are available to pay for items such as refrigerators, coffee pots and microwaves when the primary benefit of their use accrues to the agency, notwithstanding a collateral benefit to the individual.

b. Agencies shall develop policy to ensure uniformity in the use of appropriations to acquire this equipment and determine the usefulness of appliances such as these in light of operational benefits, such as employee health and productivity, and the responsibility to provide a safe work environment.

Athletic/Exercise Equipment- Anything that is quality of life related needs to get the approval of MCCS.
MCO P 170027A

Rule: Generally permissible.

Discussion: MCCS provides approval for quality of life items.

Special Approval: Yes

Attendance/Witness Fee - See Witness/Attendance Fee

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Audio/Visual/Photographs- MCBO P4400.1 Para 3003- Must have CIVIC Approval.

Aviation Fuel

Rule: Prohibited.

Discussion: The Purchase Card is not an authorized method of payment for aircraft fuel, fueling related services or ground services for DoN owned aircraft or leased aircraft.

Exception: None

References:

- 1) NAVSUPINST 4200.97
- 2) NAVSUPINST 4200.99B-4200 SERIES
- 3) DoD Charge Card Manual

Awards, Military/Civilian Employees or Units

Rule: Generally permissible.

Discussion: MCO 7042.6C provides authority for general officers in command to expend locally available operating funds (O&MMC) for the purchase of awards in support of locally established awards program. Appropriated funds may not be used to purchase utilitarian items as awards; e.g., clothing, uniform items, jewelry, functional weapons, etc.

Awards issued under this Order must be of such nature as to be easily recognized as symbolizing or memorializing a significant accomplishment or event and be of a nominal value. The award must contain some notation or inscription of the purpose of the award. Nominal value for the purchase of non-utilitarian items is **\$50.00** or less.

Command awards program must be:

1. Established, announced, and publicized to include:
 - a. The criteria for achieving the award;
 - b. Identify the award; and

- c. Recognize effectiveness and mission accomplishment of the command.

The purchase of trophies and similar devices in recognition of significant accomplishments shall be in accordance with policy and guidance contained in MCO 7042.6C.

References:

- 1) MCO 7042.6C
- 2) DoDD 1348.19
- 3) SECNAVINST 3590.4A

Awards, OSO Candidate/Poolee

Rule: Generally prohibited.

Discussion: The purchase of awards for Officer Candidates and/or members of the Delayed Entry Program (DEP) (Poolee) is generally prohibited.

Exception:

Incentive Items provided in accordance with MCRCO 1652.1, Promotional and Incentive Items.

Reference: MCRCO 1652.1

Awards, Recruiter

Rule: Generally permissible.

Discussion: MCRC Order 1650.4 provides limited authority for Marine Corps District and Recruiting Station Commanding Officers to expend locally available operating funds (O&MMC) to purchase awards in support of locally established command recruiter awards program.

The issuance of recruiting awards is limited to recruiters, Officer Selection Officers (OSOs) and Officer Selection Officer Assistants (OSAs), who may receive recruiting awards for their accomplishments as they relate to recruiting production.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Command recruiter awards program must be:

2. Established, announced, and publicized to include
 - a. The criteria for achieving the award;
 - b. Identify the award; and
 - c. Recognize the recruiter, OSOs, or OSAs accomplishments as they relate to recruiting production.

Recruiter awards are not authorized for:

1. Marines in support billets or civilian employees (Awards for these positions must be established in accordance with MCO 7042.6C).
2. Retirement, End of Tour, and Longevity awards,
3. Non-government employees (recruiter spouse)

All recruiter awards will be procured in accordance with guidelines and monetary limitations established in the MCRC Order 1650.4. Utilitarian and non-utilitarian items are limited to **\$50.00** or less. This is for the award itself. Shipping costs are not included.

Reference: MCRC Order 1650.4

BlackBerry, Equipment/Service

Rule: Generally Prohibited.

Discussion: Only the nationwide DoN wireless contract awarded by the Fleet Industrial Supply Center San Diego (FISC SD) or the Navy Marine Corps Intranet (NMCI) contract shall be used to obtain Continental United States (CONSU) wireless communications.

Mobile Data (i.e. Blackberry and like devices) Services. If an activity is NMCI, they must obtain the required equipment through the NMCI contract. Otherwise, mobile data service must be obtained from the FISC SD contracts.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

This policy does not apply to secure communication devices.

Activities - All activities shall coordinate Mobile Phone and/or Mobile Data equipment and service requirements with the AC/S G-6 Telephone.

Activities - All activities shall coordinate Mobile Phone And/ or Mobile Data equipment and service requirements with their respective District Logistic Section. G-6

Exception: None

References:

- 1) NAVSUPINST 4200.99B-4200 SERIES
- 2) ASN (RD&A) memo of 7 Mar 2005

Books; Commercial or Technical

Rule: Generally permissible.

Discussion: The purchase of books should be related to matters of professional/technical training required for the mission of the activity.

Reference: MCO P5600.31

Briefcases

Rule: Generally permissible.

Discussion: The purchase of a briefcase is permissible when furnished for the express purpose of carrying official documents associated with duties of the Service member or employee.

The briefcase is government property and must be returned upon detachment, transfer, retirement, etc. of the employee.

Exception: None

Reference: NAVSUPINST 4200.99B-4200 SERIES

Bug Spray (Repellant)

Rule: Generally Prohibited.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Discussion: The use of the purchase card and/or convenience check for the procurement of skin/clothing repellants is not authorized. Skin/clothing repellents are considered a personnel expense to be borne by the individual.

Exception: None

References:

- 1) NAVSUPINST 4200.99B-4200 SERIES
- 2) NAVSUPINST 4200.85D

Buildings and/or Land, Rental or Lease of

Rule: Generally prohibited.

Discussion: The use of the purchase card and/or convenience checks for the long-term rental or lease of buildings and/or land is prohibited. Note: Longer-term is defined as 60 days or more. No terms and conditions.

Exception: Short-term rental/lease not to exceed 60 days.

Advance Payment: Reference: NAVSUPINST 4200.99B/ 4200 SERIES

Bus Transportation, Rental/Lease of

Rule: Generally prohibited.

Discussion: The purchase card and/or convenience checks are not authorized for the direct rental/lease of commercial bus transportation.

Contracting Officers are not authorized to contract for commercial bus transportation, unless specific authority has been provided by Army Transportation Command.

All requirements for bus transportation shall be forwarded to Motor Transport or RCO-NCR for a contract if a contract needs to be utilized for the services.

Exception: None.

References:

- 1) NAVSUPINST 4200.85D
- 2) DOD 4500-9-R
- 3) OPNAVIST 4650.15, Chapter 4
- 4) Joint Travel Regulation, Para 4100

Business Cards

Rule: Generally prohibited.

Discussion: The printing of business cards is generally prohibited unless authorized and printed in accordance with Department of Defense (DoD) and Department of Navy (DoN) policy.

Exception:

- 1) The printing of business cards for **Marine Corps Recruiters**. Recruiters are defined as those individuals engaged in recruiting, i.e., for personnel initiating and maintaining direct contact with prospective applicants in the recruiting process.

The content of the card is limited to the name of the recruiter, title or rank, recruiting office address, telephone and fax numbers, electronic-mail address, and the official activity seal of the recruiting command.

The title "recruiter" must be used in conjunction with the individual's name to identify the card as recruiting material.

- 2) The printing of business cards for other than Marine Corps Recruiters may be authorized by the Commanding General for those organizations or positions that require business cards in the performance of official duties at public expense when the exchange of cards would facilitate mission-related business communications.

Card Specifications: White index paper stock not to exceed 110 lbs. in weight must be used in conjunction with black ink, or Navy blue #3 ink or Marine red ink. Customized embossed or engraved cards will not be procured at Government expense.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Printing Source:

- 1) Defense Automated Printing Service.
- 2) Cards Produced In-House: A General Officer or SES may authorize the printing of business cards, limited to using existing software and agency-purchased stock.
- 3) Non-Profit Agency: When it is determined that the cost is equivalent or less than producing the cards on a personal computer, a General Officer or SES may authorize the purchase of business cards from the Lighthouse of the Blind, Inc., a Javits-Wagner-O'Day participating non-profit agency.
- 4) Commercial Printing Source: Prohibited.

Advance Payment: Not authorized.

Special Approval: Commanding General via AC/S Comptroller.

References:

- 1) ASN (FM&C) memo of 8 Jul 98
- 2) MCO P5600.31_
- 3) ASN (FM&C) memo of 9 Mar 99
- 4) OSD memo of 28 Aug 98
- 5) GAO Decision B-280759, Nov 5, 1998
- 6) ASN (FM&C) memo 26 Aug 99
- 7) NAVSUPINST 4200.85D
- 8) NAVSUPINST 4200.99
- 9) GAO Appropriation Law, Volume 4
- 10) USD memo 30 Jun 1998
- 11) OSD memo 15 Jul 1999
- 12) DoD Joint Ethics Regulation, Section 2-301b
- 13) NAVSUPINST 4200.99B-4200 SERIES

Cable Television, Satellite Dish, or Other Services

Rule: Generally prohibited.

Discussion: Cable television, satellite television, or other forms of network access is considered entertainment and generally prohibited from procurement with appropriated funds (APF).

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Exception: When determined in writing by an appropriate official that the use of appropriated funds is a necessary expense as set forth in appropriations law before any APF expenditure: 1) It must be a necessary expense, 2) must not be illegal to buy, and 3) must not be provided for under another appropriation.

Note: Standard cable television service which includes local, national and cable news channels and weather changes. Install/connect cable television outlets; converter box and remote rental for televisions that are not cable ready.

Satellite Services: In some instances, it is more cost-effective to operate via satellite than via cable if a building does not have cable connections installed. The very cost of installing cable connections may exceed established funding thresholds. In order to determine if this scenario applies to your organizations, you must survey estimate from local cable providers. This estimation is a formal process and results must be included in your necessary expense determination.

Advance Payment: Not Authorized.

References:

1) GAO Decision B-254295, 24 Nov 1993

Cars (Vehicle), Rental/Lease of Commercial or GSA

Rule: Generally prohibited.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Discussion: Cardholders are not authorized to use the purchase card for the rental of any type of commercial or GSA vehicle.

The rental of commercial vehicles must be accomplished via a contractual instrument, (i.e., purchase order (PO), blanket purchase agreement (BPA), etc.) and may not exceed 60 calendar days.

Payment of contracts for rental of commercial vehicles will be via Wide Area Workflow (WAWF), unless the contracting officer requests advance authorization to use the purchase card as a method of payment (MOP) from the Purchase Card Level IV Agency Program Coordinator, Regional Contracting Office, and Quantico Va.

Requirements that exceed 60 calendar days shall be forwarded to the cognizant NAVFAC for lease.

Note: Rental of vehicles may not include payment of premiums for liability insurance since the Government is self-insured.

Definitions:

Rental: Acquisition of GSA or commercial vehicles for periods not exceeding 60 days.

Lease: Acquisition of GSA or commercial vehicles for periods exceeding 60 days.

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99B-4200 SERIES
- 3) DoD 4500-36-R

Cards, Christmas or Other Occasional

Rule: Prohibited.

Discussion: While sending greeting cards, i.e., seasonal greeting, birthday, get well, anniversary, etc., may be a nice gesture, they are a personal expense to be borne by the person who ordered and sent them.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Exception: None.

References:

- 1) 64 COMP GEN 382 (1985)
- 2) 37 COMP GEN 360 (1957)
- 3) 7 COMP GEN 481 (1928)
- 4) 47 COMP GEN 314 (1967)
- 5) GAO Decision B-247563.4, Dec 11, 1996
- 6) GAO Decision B-115132, Jun 17, 1953
- 7) GAO Decision B-156724, Jul 7, 1965
- 8) GAO Decision B-149151, Jul 20, 1962
- 9) NAVSUPINST 4200.99B-4200 SERIES- Desk Guide pg. 6-60

Carpet -Wall to Wall & Edging- Carpet to be installed wall to wall must be approved by G-5. Carpet with edges bound that can be moved can be purchase without G- prior approval. MCBO P110001.A

Rule: Generally permissible.

Discussion: **Public Works upon the Command needs to approve prior to purchase.**

Special Approval: Yes- G-5

Carpet Cleaning

Rule: Generally permissible.

Discussion:

Activities: The cleaning of carpets in buildings aboard Quantico shall obtain/arranged by contacting Public Works.

Activities: Facilities located on military installations must contact the supporting Facilities Division to arrange carpet cleaning services. Activities located in leased commercial facilities may use their purchase card to obtain carpet cleaning services not to exceed \$2,500.

Cash Advances

Rule: Prohibited.

Discussion: Cash advance, as well as money orders, traveler checks, and gift certificates or cards, are prohibited purchases with the purchase card.

Exception: None

References:

- 1) NAVSUPINST 4200.99B-4200 SERIES
- 2) DoD Charge Card Manual

Cash Refunds

Rule: Generally prohibited.

Discussion: Under no circumstances will the cardholder accept a cash refund for non-receipt, returned or damage items, or any other reason on items initially purchased using a government purchase card. The Cardholder shall only accept credit to the account or, if necessary, request the vendor provide a check payable to the U.S. Treasury.

Reference: NAVSUPSINST 4200.99B-4200 SERIES

Cellular Phones and Service

Rule: Generally permissible.

Discussion: Effective 7 March 2005, only the nationwide Department of Navy (DoN) wireless contracts awarded by the Fleet Industrial Supply Center San Diego (FISCSD) or the Navy Marine Corps Intranet (NMCI) contract shall be used to obtain wireless communication support (e.g. mobile (cellular) phone services or mobile data (i.e. BlackBerry and like devices) services). In no case shall these equipment's or services be obtained under any other contractual vehicle (e.g. provided under a program or support services contract).

New equipment must be obtained under either the NMCI or FISCSD contracts.

The purchase of cellular telephones should be limited to the most cost effective and least standard features to establish adequate communication in performance of official job function and duties.

Cellular telephones are government property and therefore must be accounted for in the same manner as minor (pilferable) property.

This policy does not apply to secure communication devices.

Activities - All activities will coordinate Cellular Phone and Service requirements through G-6 Telephone.

Activities - activities will coordinate Cellular Phone and Service requirements through their respective District Supply Officer for submission to the RCO.

References:

- 1) ASN RD&A memo 07 Mar 05
- 2) NAVSUPINST 4200.99B-4200 SERIES
- 3) OPNAVINST 2100.2A

Certifications, Licenses; Professional Credentials

Rule: Generally prohibited.

Discussion: Purchase Cards and/or Convenience Checks are not authorized for the payment of an individual's Professional Credentials for new or renewal of Certification and/or Licenses.

Agencies are authorized to pay for expenses for employees to obtain and renew professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certifications, and examinations to obtain such credentials.

This authority is discretionary on the part of agencies and is not an entitlement or benefit of employment. Local commands are required to document use of this authority.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Payment shall be made on a reimbursable basis upon successful receipt of the credential. Reimbursement shall be through the completion of the SF 1164.

Exception: None

References:

- 1) DepO 12410.6
- 2) MARADMIN 194/04
- 3) DoN Civilian Human Resources Manual Subchapter 410
- 4) ASD (CPP) memo of 17 June 2002
- 5) U.S.C. 5757(a)
- 6) GAO Decision B-302548
- 7) GAO Decision B-286026
- 8) GAO Appropriation Law Vol I, Chapter 4
- 9) GAO Decision B-248955

Christmas and Other Seasonal Decorations

General Rule. CHs/buyers are authorized to use appropriated funds to obtain seasonal decorations for use in public areas.

Contracting officers must consider local customs and constitutional issues such as the freedom of speech and religion prior to making any such awards. Therefore, it is appropriate that decisions to use appropriated funds for these items be made by installation commanders within the context of local customs and practices.

Additionally, installation commanders are responsible for the use of base resources and are therefore, in the best position to ensure the exercise of prudence and discretion in authorizing the purchase and display of seasonal decorations.

The purchase of holiday and/or seasonal greeting cards is not a proper charge against appropriated funds.

Clothing

Rule: Generally prohibited.

Discussion: The General Accountability Office (GAO) considers clothing items, such as coats, foul weather gear, coveralls, etc., to be a personal expense of the employee, and appropriated

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

funds are not generally available for personal expenses. Per GAO Decisions, "every employee of the government is required to present himself for duty properly attired according to the requirements of his position." (OASH) provides the government may provide protective clothing if the agency determines that it is necessary under OSHA and its implementing regulations. Safety Shoes are also included in this category.

Exceptions:

- 1) [Uniform Allowances](#)
- 2) [Clothing, Safety/Specialty](#)
- 3) Organizational Clothing

References:

- 1) GAO Decision B-240271, Oct 15, 1990,
- 2) 63 Comp. Gen 245 (1984),
- 3) 32 Comp. Gen. 229 (1952);
- 4) GAO Decision B-193104, January 9, 1979,
- 5) 51 Comp. Gen 446 (1972),
- 6) 57 Compl. Gen 379, 382;
- 7) B-187507, Dec. 23, 1976.
- 8) NAVSUPINST 4200.99B-4200 SERIES

Coins/Medallions

Rule: Generally prohibited.

Discussion: Approved coins/medallions as awards must be included in the commands award program, or a written letter of approval from the Commanding General. Awards program must be:

1. Established, announced, and publicized; and
2. Recognize effectiveness and mission accomplishment of the command.

Coin/medallion restrictions:

1. Coins/medallion should contain the name of the command presenting the award. They may not contain name of the individual commander or presenter.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

2. Commands may only purchase enough coins to meet the bona fide need for the command for each fiscal year. No end of the year purchases for the next fiscal year.

3. Coins may not be used as motivational items/morale boosters alone.

The reference does not prohibit the purchase of coins with Official Representation Funds (ORF) purchased and presented in accordance with SECNAVINST 7042.7K, or prohibit commanders and other from using their OWN funds to purchase coins for recognition purposes.

1. COINS- Cardholders should obtain a coin log before purchasing coins to review. If ch is purchasing coins for their activity then they will be held accountable for the coins as referenced in MCO 7042.6C to make sure that they are distributed as required.

COINS- If cardholder is purchasing the coins for another activity then they should ask for a coin log to review before purchasing. When the unit receives the coins then they must obtain a signature where they have received them and then they must obtain a signature where the coins were re-issued to the requesting unit. Cardholder should have letter from the requester stating that they are will be responsible for the issuing of the coins and maintaining the coin log in accordance with MCO7042C.

Exception: General officers in command may authorize the purchase and use of coins for recognition of significant accomplishments.

Special Approval: Yes. CG letter or an awards program written.

Reference: MCO 7042.6C

Commercial Vehicle with Driver for Transporting Supplies or Personnel, (Rentals)

Rule: Generally prohibited.

Discussion: The purchase card and/or convenience check is not authorized for the rental of commercial vehicles with driver for transporting supplies or personnel.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Requirements for transporting supplies is a function of each activity's material transportation officer (Traffic Management Office (TMO)) who may issue a Government Bill of Lading to effect movement of supplies.

The passenger transportation office (TMO) will also process personnel movement requirement by issuance of a Travel Request (TR) document to the appropriate carrier provided in the Joint Travel Regulation (JTR).

Exception: None.

References:

- 1) NAVSUPINST 4200.85D
 - For Supplies -
- 2) DTR, PART II, (Cargo Movement)
- 3) NAVSUP Volume 5
- 4) NAVSUPINST 4600
 - For Personnel -
- 5) DTR - DoD 4500.9-R, Part I Chapter 104
- 6) OPNAVINST 4650.15, Chapter 4
- 7) JTR, Para 4100 and Appendix J

Computers; Wireless Keyboard or Mouse for

Rule: Generally prohibited.

Discussion: Purchase cardholders are not authorized to procure wireless (cordless) keyboards or mouse.

Activities - Requirements for either a wireless keyboard or mouse shall be submitted to AC/S G-6 for approval. A copy of the approval document must be retained within the procurement file.

Activities - Requirements for either a wireless keyboard or mouse shall be submitted to the District ISMO for approval. A copy of the approval document must be retained within the procurement file.

Special Approval: Yes. Assistant Chief of Staff (AC/S) G-6.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Reference: NAVSUPINST 4200.85

Conference Fees-

Rule- Generally permissible

Discussion- Please reference your Desk Guide 5.01- pg. 6-52

Conference Room Rental

Rule: Generally permissible.

Discussion: The rental of a conference room/facility shall be in accordance with policies and procedures provided in MCO 7300.22A. The use of the purchase card for authorized conference room rental is authorized.

The rental of a conference room/facility in support of the Marine Corps Ball with appropriated funds is prohibited.

Advance Payment: Not authorized.

References:

- 1) MCO 7300.22A
- 2) Joint Travel Regulation (JTR)
- 3) Joint Federal Travel Regulation (JFTR)

Copier/Duplicating Equipment- Maint and Log Br. G-6 has contract for all copier service. Has contract for office equipment and needs approval from G-6 to ensure it is *included* or needs to be added to maintenance contract.

Special Approval- yes

Rule: Generally permissible.

Construction

Rule: Generally prohibited.

Discussion: Only contracting officers of the Naval Facilities Engineering Command are authorized to buy construction.

Davis-Bacon Act (40 U.S.C. 276) states that every contract in

excess of \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works sites within the United States, shall contain a provision stating the minimum wages to be paid laborers and mechanics.

Definition:

Construction - Construction means erection, installation or assembly of a new facility, the addition, expansion, extension, alteration, conversion or replacement of an existing facility, the acquisition or relocation of a facility and includes the repair and maintenance of building and public works, and equipment installed and made a part of such facility. It includes dredging, excavating, and painting of buildings, structures or other real property. For the purpose of this definition, the terms "buildings, structures or other real property" include but are not limited to improvements of all types, such as bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, cemeteries, pumping stations, railways, airport facilities, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, canals and channels.

Construction does not include the manufacture, production, furnishing, construction, alternation, repair, processing or assembling of vessels, aircraft or other kinds of personal property.

Construction Activity - Construction activity means an activity at any organizational level of the military departments which has responsibility for the architectural, engineering and other. The general rule is as follows: if the related technical aspects of the planning, design and construction of facilities and which receives its technical guidance from the Army Office of the Chief of Engineers, NAVFAC or Air Force Directorate of Civil Engineering.

Station public works officers should process construction requirements either using their own contracting officer authority or by referral to their cognizant NAVFAC office.

For repair services involving heating and cooling equipment made on-site, the requirement is a NAVFAC contracting responsibility.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

In the repair is made in the contractor's shop, the repair is a NAVSUP contracting responsibility. However, since portable and window type units are considered personal property items, repair of these items is a NAVSUP contracting responsibility.

Exception: DoN Activities with a delegation of purchase card authority from their Head of the Contracting Activity (HCA) also have authority to purchase facilities services up to \$2,500 and facility improvements (construction) up to \$2,000 using their HCA authorized purchase card. (If a Facilities Maintenance Office does not support the cardholder's activity, purchase cardholders may procure construction repairs up to \$2,000.

Construction repairs includes but is not limited to:

- 1) Repair to central heating and air conditioning system,
- 2) Plumbing services,
- 3) Repair of broken windows or panes,
- 4) Repair of doors,
- 5) Roof repairs of a minor nature,
- 6) Minor structural repairs,
- 7) Repair to alarm systems,
- 8) Locksmith services,
- 9) Repair of fences,
- 10) Repairs to correct electrical distribution/breaker systems,
- 11) Repairs arising from storm damage or other natural disasters.

References:

- 1) FAR Part 36
- 2) DFARS Part 236
- 3) NMCAG G5236
- 3) NAVSUPINST 4200.85D

Coveralls for Civilian and Military Personnel

Rule: Generally prohibited.

Discussion: The purchase of coveralls is generally prohibited at the activity level for civilian and military personnel. See topic for "[Clothing, Safety/Specialty](#)" for safety clothing or personnel protective equipment (PPE) required under the Occupational Safety and Health Act (OSHA).

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

1) Coveralls for civilian personnel - The purchase of coveralls for civilian personnel (Government employees) is generally prohibited. Absent statutory authority, items of wearing apparel are the employee's personal responsibility, and not the government's.

2) Coveralls for military personnel - The purchase of coveralls for military personnel are generally permissible when purchased by Property Control as organizational clothing.

3) Safety Shoes- The safety office must give a waiver for shoes to be purchased with the GCPC.

Exception: Coveralls purchased as organizational clothing.

Organizational clothing and equipment are those individual clothing items on the unit's allowance list that are purchased using local Operations and Maintenance, Marine Corps (O&MMC) funds and issued to Marines or activity on a temporary basis to accomplish assigned duties. The Marine/Activity is accountable for organizational clothing and equipment issued, and will return it upon reassignment/request.

References:

- 1) MCO P1020.34G
- 2) MCO P10120.28G
- 3) GAO Decision B-123223, 22 Jun 1955

Decorations, Christmas and Other Seasonal

Rule: Generally permissible.

Discussion: Cardholders/buyers are authorized to use appropriated funds to obtain seasonal decorations for use in public areas.

Contracting officers must consider local customs and constitutional issues such as freedom of speech and religion prior to making any such awards. Therefore, it is appropriate that decisions to use appropriated funds for these items be made

by the installation commanders within the context of local customs and practices. Additionally, installation commanders are responsible for the use of base resources and are therefore in the best position to ensure the exercise of prudence and discretion in authorizing the purchase and display of seasonal decorations.

Decorative Items, Office

Rule: Generally permissible.

Discussion: The purchase of decorative items such as pictures, objects of arts, etc., for general office use is permissible, when a need for such items is determined by agency official and decorations are permanent additions to office décor and result in improved productivity and moral.

Expenditures for decorative items should be consistent with work related objectives and the agency mission, and the decision as to necessity rests within the agency's discretion pursuant to 41 C.F.R 101-26.103-2.

The purchase of decorative items or any other similar type items intended solely for the personal convenience or to satisfy the personal desire of an official or employee is prohibited.

Since this kind of expenditure could be subject to abuse, the Commander should establish some uniform guidance on costs and types of approved decorations.

References:

- 1) GAO Decision B-202057, 8 July 1981
- 2) 51 Comp. Gen 797 (1972)
- 3) GAO Decision B-178225, 11 April 1973
- 4) GAO Decision B-148562, 12 June 1962

Deposit

Rule: Generally prohibited.

Discussion: Deposits are concerned an advance payment and the use of the purchase card or convenience check is generally prohibited.

The primary purpose of this prohibition is to protect the Government against the risk of nonperformance - "to preclude the possibility of loss to the Government in the event a contractor after receipt of payment - should fail to perform his contract or refuse or fail to refund moneys advanced."

Exception:

References:

- 1) NAVSUPINST 4200.99B-4200 SERIES
- 2) DoD Charge Card Manual

Dry Cleaning Services

Rule: Generally permissible.

Discussion: Use of the purchase card for the payment of Dry Cleaning services for organizational clothing and equipment is generally permissible.

Reference: MCO P10120.28G

DVD (Digital Video Disk)

Rule: Maybe

Discussion: The procurement of commercial "off-the-shelf" DVD's in support of installation or local activity requirements may be permissible when approved in writing by the Combat Visual Information Center (CIVIC) prior to procurement.

For additional details refer to the topic on VI/Acquisition of Commercial Off-The-Shelf VI Productions.

References:

- 1) NAVSUPINST 4200.99B-4200 SERIES
- 2) MCO 3104.1

Educator Workshops, Lodging and Meal Support for

Rule: Prohibited.

Discussion: The purchase card is not authorized for the purchase or payment of lodging, meals, and/or other travel related expenses for employees, military or civilian, on temporary duty.

Non-government personnel are provided Invitational Travel Orders (ITO).

Lodging, meals, and/or other travel related expenses of personnel attending educator workshops are should be on Invitational Travel Orders (ITO).

The Unit Travel Card would be the appropriate instrument for ITO travel and transportation expense.

Exception: None.

Reference: NAVSUPINST 4200.99

- 1) Joint Travel Regulation (JTR)
- 2) Joint Federal Travel Regulation (JFTR)
- 3) MCO P5720.75, Chapter 10

Employee Identification Tags

Rule: Generally permissible.

Discussion: The General Accountability Office (GAO) has determined that employee identification tags are not personal in nature. Therefore, activities may use appropriated funds to purchase these items (for use by military and/or civilian employees) when the requiring activity/command determines that use of the employee identification tags is necessary for mission accomplishment and mandates their use.

These items will remain the property of the Government. (Also see "Name Tags.)

Exception: None.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Special Approval: Yes. Commanding General or District Commanding Officer via their respective Comptroller

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99B-4200 SERIES

Entertainment

Rule: Generally prohibited.

Discussion: As a general rule, appropriated funds (APF) are not authorized for entertainment. This prohibition also includes free food, items to prepare and serve food, equipment to convey entertainment i.e., radios, CD player, tape player, etc, and/or music i.e. CD's, tapes, video's, etc., unless specifically authorized by statute.

Entertainment is a personal expense even when it occurs in some business-related context. Unless specifically authorized by statute, entertainment cannot normally be said to be necessary to carry out the purposes of an appropriation.

Exception:

- 1) Function using Official Representation Funds
- 2) EEO program (i.e. Black History Program)
- 3) Public address system for intra-station communication

References:

- 1) 43 COMP GEN 305 (1963)
- 2) 51 COMP. GEN. 797, 6 JUN 1972
- 3) GAO Decision B-200017, 10 March 1981
- 4) GAO Appropriation Law Volume I Chapter 4

Entrance Fees

Rule: Generally prohibited.

Discussion: The payment of entrance fees is generally a prohibited use of appropriated funds and is normally a personnel expense to be borne by the individual.

Appropriated funds will not be used for the payment of entrance fee or facility/equipment rental. Entrance fees include, but are not limited to, entrance into movie theaters, video and game arcades, historical sites, museums, paintball, rappelling, etc.

Unless specifically authorized by statute, entertainment cannot normally be said to be necessary to carry out the purposes of an appropriation.

Exception: Military PME.

Reference: GAO Appropriation Law Volume I Chapter 4

Equal Employment Opportunity Complaint Investigator

Rule: Generally permissible.

Discussion: The purchase card is authorized to pay for an EEO Complaint Investigator when requested from the DoD Office of Complaint Investigation.

Reference: DoD CPMS memo of 20 Dec 1999

Exercise Equipment for Firefighters, Physical

Rule: Generally permissible.

Discussion: Due to the nature of their job, firefighters must maintain an unusually high level of physical strength and endurance to perform satisfactory.

The purchase of physical exercise equipment for firefighters would benefit the Government, rather than the firefighters, in the form of improved physical capabilities on the part of its firefighters.

Because of their schedules, it would be unreasonable to require firefighters to furnish their own equipment.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

References:

- 1) GAO Decision B-211404, 17 April 1984
- 2) GAO Decision B-218840, 6 Sep 1985

Express Small Package Service (FEDEX)

Rule: Generally permissible. Only Admin Shipments are authorized with the GCPC unless you utilize the small package service offered by Fed Ex.

Discussion: The use of small package service demands close controls and prudent usage. Commanders are responsible for ensuring that the use of small package service is essential in order to meet mission requirements. Your activity can get on contact for small package shipments.

Use of military mail services should be considered prior to using small package services and used to the maximum extent practicable.

The purchase card is not authorized for repetitive shipments when the total annual aggregated amount exceeds \$2500. Activities exceeding the annual \$2500 must have a contract established to support their requirement.

The DoD Financial Management Regulation (FMR) establishes a monetary limit of \$100.00 per shipment. This limit may only be exceeded on occasional basis by an insignificant amount for multi-parcel shipments for which the transportation charges do not exceed \$250 per shipment.

References:

- 1) NAVSUPINST 4200.99B-4200 SERIES
- 2) GSA Contract # GS-23F-0170L
- 3) DoD FMR Vol. 10, Chapter 16
- 4) OUSD memo of 24 Jan 07

Federal Prison Industries or UNICOR

Rule: Mandatory if greater than \$3,000

Discussion: Federal Prison Industries (FPI), sometimes referred to as UNICOR, is no longer a mandatory source of supply for requirements under \$3,000 for supplies or \$2,500 for services.

Exception: None

References:

- 1) FAR Part 8
- 2) NAVSUP SA03-18 of 28 Aug 03

Fines and Penalties

Rule: Prohibited.

Discussion: Fines and penalties, i.e., speeding tickets, parking violations, etc., committed by an employee (military or civilian) while driving a government vehicle in the performance of his/her official duties is a personal expense and the responsibility of the employee.

Exception: None.

References:

- 1) GAO Decision: B-107081, 2 Jan 1952;
- 2) GAO Decision: B-173660, 18 November 1971;
- 3) GAO Decision: B-250880, 3 Nov 1992;
- 4) GAO Decision: B-186680, 4 October 1976;

Fireworks Display

Rule: Prohibited.

Discussion: Appropriated funds may not be used to buy fireworks displays on the grounds that fireworks constitute entertainment and therefore are not necessary expenses chargeable to appropriated funds.

Exception: None

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99B-4200 SERIES- Desk Guide pg. 6-61
- 3) GAO Decision B-205292, Unpublished, 2 Jan 82

Flags, Guidons, Standards

Rule: Generally prohibited.

Discussion: The procurement of National Flags, National Ensigns, Battle Standards, Organizational Standards, Marine Corps Colors, Guidons, Pennants, and Streamers shall be in strict compliance with the Marine Corps Flag Manual, MCO P10520.3B.

Local purchase is only authorized if a waiver is obtained from Albany. POC is Ms. Jimmie Williams, DSN 567-5837 or COMM (229) 639-5837.

References:

- 1) MCO P10520.3B
- 2) MARADMIN 267/03

Flags for Retiring Military Personnel

Rule: Generally permissible.

Discussion: Commands are authorized to provide the United States Flag (NSN: 8345-00-656-1435) to activity duty military members upon retirement or transfer to the Fleet Marine Corps Reserve (FMCR).

Procurement of display cases and framing is not authorized.

References:

- 1) MCO P10520.3B
- 2) MARADMIN 267/03

Food Service Items- MCBO P 4400.1Para 3003

Rule: Generally permissible

Discussion- **Food Service is to approve any type of food service type of item.**

Special Approval: Yes- Food Service- SEE WAIVER LISTING

Furniture

Rule: Generally permissible

Discussion: On 26 September 2011, DASN (AP) issued new DON Furniture Acquisition Policy that applies to micro-purchases of furniture made using the purchase card. The policy centralized the acquisition of furniture around a suite of selected Blanket Purchase Agreements (BPAs) to be used for ordering furniture effective immediately. The strategically sourced BPAs shall be used for ordering office, dorm and quarters, child development, and industrial and institutional furniture.

DON Cardholders should follow the below procedures to comply with the new furniture acquisition policy.

1. Below the Micro-Purchase Threshold:

- a. Open the list of 'BPA Vendors' from PCAN dated 16 Nov 11. You can access it by clicking on the link below.
https://www.navsup.navy.mil/ccpmd/purchase_card/admin_updates
Select the Special Items Number (SIN) that best describes the furniture to be ordered.
- b. Select a BPA vendor for your region by clicking on the email address provided. BPA vendors can be contacted by email or phone.
- c. Check more than one vendor for best prices. Rotate vendors.
- d. Place the order directly with the preferred vendor.
- e. Pay for the order with the GCPC as usual.
- f. If your requirement cannot be satisfied from one of the BPAs, the Chief of the Contracting Office may approve a Waiver and obtain approval from PCO.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Exception: None

Special Approval- Yes

Reference: PCAN dated 16 Nov 2011

Gasoline for Equipment or Rental Vehicles (Cars or Trucks)

Rule: Prohibited.

Discussion: If a rental vehicle is being used away from base, then the user is probably on Government Travel Orders and would use their Government Travel Card to pay for the gasoline or pay out of pocket and claim reimbursement on Travel Voucher or SF 1164. However, if the traveler is NOT on Government Travel Orders, they should obtain and use a Voyager Card in order to obtain fuel while away from a military installation.

This prohibition also applies to equipment, i.e., weed eaters, lawn mowers, generators, etc.

Exception: None.

Reference: NAVSUPINST 4200.99B-4200 SERIES

Gatorade or Other Electrolyte Drinks

Rule: Generally prohibited.

Discussion: It is the policy of the Surgeon General that Glucose-Electrolyte solutions offer no physiologic advantage over plain, cool water for personnel participating in normal activities, including sports and other strenuous physical activities.

Government Employees/Military Personnel - The purchase of Gatorade or other electrolyte drinks for Government employees or military personnel is generally prohibited.

Appropriated funds are not available to pay subsistence or to provide free food to government employees at their official duty station unless specifically authorized by statute. The "free food" rule applies to snacks and refreshments as well as meals.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

The purchase of Gatorade or other electrolyte beverages would be a personal expense for the individual.

References:

- 1) NAVSUPINST 4200.99B-4200 SERIES
- 2) DoD Charge Card Manual
- 3) U.S.C. 520c
- 4) GAO Appropriation Law Volume I

General Officer Quarters, Support of

Rule: Maybe.

Discussion: Procurements in support of General Officer Quarters shall be in accordance with policy and procedures provided in MCO P11000.22.

References:

- 1) MCO P11000.22
- 2) SECNAVINST 11101.73B

Gift Certificates

Rule: Prohibited.

Discussion: Cash advance, as well as money orders, traveler checks, and gift certificates or cards, are prohibited purchases with the purchase card.

Exception: None

Reference: NAVSUPINST 4200.99-4200 SERIES

Global Positioning System (GPS)

Rule: Generally prohibited.

Discussion: To purchase a GPS, the Command must exercise the "Bona Fide" needs rule set forth in appropriation law before appropriated funds (APF) expenditure; 1) Must be reasonably

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

necessary to carry out an authorized agency function or will contribute materially to the effective accomplishment of that function, 2) Must not be prohibited by law, and 3) Must not be otherwise provided for under another appropriation.

Exception: Purchase of Global Positioning System (GPS) justified as a "Necessary Expense".

Special Approval: **Yes**. Commanding General or District Commanding Officer via their respective Comptroller
4200 SERIES

Reference: NAVSUPINST 4200.99-4200 SERIES

Gratuities

Rule: Prohibited.

Discussion: The payment of gratuities is a personnel expense of the individual.

This prohibition applies to food procured for Poolee/OSO Functions and COI Functions in support of recruiting events.

Exception: None.

References:

- 1) 65 Comp. Gen. 738 and 739 (1986)
- 2) GAO Decision B-288536, Nov 19, 2001
- 3) 68 Comp. Gen. 46 and 48 (1988)
- 4) 42 Comp. Gen. 149 and 151 (1962)
- 5) GAO Decision B-272985, Dec 30, 1996
- 6) 47 Comp. Gen. 657 (1968)

GSA Fleet Vehicle, Support of

Rule: Prohibited.

Discussion: The use of the purchase card and/or convenience check to support, i.e., fuel, oil, services, maintenance, repairs, etc., GSA Fleet Management Programs and/or Interagency Fleet Management System is prohibited. The Fleet Vehicle Card shall be used to support GSA Fleet Vehicles and/or Interagency Fleet Vehicles.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Exception: None.

References:

- 1) NAVSUPINST 4200.99-4200 SERIES
- 2) NAVSUPINST 4200.98

Guard Services, Contracting for

Rule: Generally Prohibited.

Discussion: All requirements for contractor guard services, with the exception of those required to be obtained through the General Service Administration (GSA), shall be obtained through NAVFAC unless specific authority is otherwise granted.

Exception: None

Reference: NAVSUPINST 4200.85D

HAZMAT Waivers-

Rule-Prohibited

Exception: None

Reference: NAVSUPINST 4200.99B- 4200.00 series. [NAVSUPINST 4200.99B pg 6-51.](#)

Insurance (Rental Vehicle)

Rule: Prohibited

Discussion: Rental of vehicles may not include payment of premiums for liability insurance, since the Government is self-insured. The Contract Disputes Act governs claims for damages to the vehicle while it is in the hands of the Government.

Exception: None

Reference: NAVSUPINST 4200.85D

Internet Service/IT Services/ IT Equipment/Supplies/Services -

See Guidance- PG 100/101 below and your Desk Guide 5.01 pg. 50/51.

Rule: Generally prohibited.

Discussion: HQMC policy requires the procurement of all Information Technology (IT) equipment and support from the Navy Marine Corps Intranet (NMCI) contract. All IT procurements outside the NMCI contract and regardless of cost will be processed and reviewed using the IT Procurement Request Review/Approval System (ITPRAS).

Internet service is also considered a form of entertainment and is generally prohibited from procurement with appropriated funds (APF). If a requirement exist that requires the expenditure of APF for Internet services, the Command must exercise the "Bona Fide" needs rule set forth in appropriation law before APF expenditure: 1) Must be reasonably necessary to carry out an authorized agency function or will contribute materially to the effective accomplishment of that function, 2) Must not be prohibited by law, and 3) Must not be otherwise provided for under another appropriation.

Both the ITPRAS and necessary expense determination must be in writing.

Exception: Internet service may be procured when; 1) Approved in writing via Information Technology Procurement Request Review/Approval System (ITPRAS), and 2) Approved by the Commander in writing as a necessary expense.

Advance Payment: Not Authorized.

Special Approval: Yes. 1) ITPRAS and 2) Commanding General or District Commanding Officer via their comptroller

References:

- 1) GAO Appropriation Law, Volume I, Chapter V
- 2) MARADMIN 486/06

Janitorial Supplies

Rule: All purchases of Janitorial supplies will be made from Base Supply Stores/ServMarts. According to PCPN 24, Navy DOD EMALL shoppers are directed to purchase incidental janitorial and sanitation supplies from vendors in the Navy Contracts Corridor of the DOD EMALL. Incidental janitorial and sanitation supplies are a subset of office supplies and are routinely sold by office supply vendors. DON Office Supply Policy dated 12 Apr 2006 (refer to PCPN 1) directed Dept of the Navy Activities to purchase office supplies through the DOD EMALL or from existing base supply stores/ServMarts.
SEE PCAN 3- PG 97 for Additional Suppliers under e-mall.

Discussion: Effective 22 March 2010, Department of Navy (DoN) policy mandates the purchase of janitorial supplies to the various contracting vehicles available on the DoD EMALL, or existing base supply stores/ServMarts.

The DoN policy prohibits buying janitorial supplies over the counter from commercial businesses. Similarly, commercial sources are not to be used unless local supply stores/ServMarts are out of stock and an urgent need is noted. A waiver/screen shot should be included in the file.

Definition: Janitorial Supplies, which include, but is not limited to paper towels, toilet paper, buckets, mops, sanitizer, pine oil, soap, bathroom cleaner (Lysol), trash bags, trash cans, air freshener.

Exception: In situations where DoD EMALL or base supply stores/ServMarts cannot meet/satisfy a requirement, such as the delivery date, the below procedures apply.

1) Check availability in DoD EMALL to determine if sources can satisfy your requirement (I need it today or poor planning is not an exception). Print and retain a copy of the DoD EMALL screen in the transaction file.

2) Check availability from your existing base supply store/Servmart. Obtain documentation from the store that the item(s) is not available. Retain this documentation in the transaction file.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

3) Once you document that the item(s) is not available from sources on the DoD EMALL, Navy Contracts, or base supply store/ServMart, you may procure for commercial sources.

Note: This exception is not applicable for routine supply purchases, i.e., you want 5 gallons of sanitizer in your supply locker. To satisfy your emergency you may purchase 1 item from the commercial sources and order the addition items from the DoD EMALL or base store/ServMart.

Files not thoroughly documented for the exception will be considered non-compliant with DoN/USMC policy for procurement of janitorial supplies.

References:

1) DON CCPMD PCPN #24

Laundry Services

Rule: Generally prohibited.

Discussion: Use of the purchase card and/or convenience check for payment of personnel laundry services is generally prohibited.

Exception:

- 1) Organizational clothing & equipment for Property Control
- 2) Organizational property for CG House

Reference: MCO P10120.28G

Landscaping Items - MCBO P P 3003-

Rule- Generally Permissible.

Discussion: - Must have Base Approval per MCBO

Special Approval- Yes

Light Refreshments at Conferences- See guidance and contact your AAPC.

Rule: Generally prohibited.

Discussion: Appropriated funds are not authorized to pay for light refreshments at conferences.

Note: Activities are reminded that, absent affirmative statutory authority, conference fees may not be collected and used to offset the cost of the conference or to reimburse or supplement the appropriation from which the conference is funded.

Exception: Use of appropriated funds to pay for food under other authorities, such as those relating to training (5 USC 4109 for civilians and 10 USC 2013 for uniformed personnel).

References:

- 1) ASN (FM&C memo of 18 Apr 03
- 2) GAO Decision B-288266 of 27 Jan 03
- 3) OASN (FM&C) memo 7150 FMB-56 of 31 May 00
- 4) JTFR U2550
- 5) JTR C4950
- 6) GAO Decision B-223319 of 21 Jul 1986

Lodging and Meals Support, Applicant (OSO Candidate or Enlisted)

Rule: Generally prohibited.

Discussion: Cardholders are not authorized to use the purchase card for to obtain lodging, meals or transportation of applicants (OSO Candidate or Enlisted).

United States Military Entrance Processing Command (USMEPSCOM) Regulation 715-4 provides policy and procedures for lodging and meals required for applicants (OSO Candidate or Enlisted) during processing at a Military Entrance Processing Station (MEPS).

All applicant (OSO Candidate or Enlisted) meals, lodging, and transportation requirements will be provided by a requirement type contract or ISSA issued by USMEPSCOM.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Chapter 5 of USMEPCOM 715-4 directs each service to pay their portion of lodging and meal requirements for applicants with the purchase card.

A separate purchase card account has been established within each District Comptroller Office for the purpose of processing MEPS payment of these charges.

Reference: USMEPCOM Regulation 715-4

Lodging and Meals, Military and Civilian Employee

Rule: Generally prohibited.

Discussion: Cardholders are not authorized to use the purchase card for lodging, meals, and/or other travel related expenses for employees, military or civilian, on temporary duty.

Employees on temporary duty are responsible for arranging, obtaining and paying for their own lodging and meals or other travel expenses. Each employee then submits a travel voucher detailing expenses and is reimbursed on the basis of the voucher, as provided in the Joint Travel Regulation (JTR) and Joint Federal Travel Regulation (JFTR).

Exception: When it is in the best interest of the Government, the contracting officer may enter into a contract with a commercial concern for rooms or meals, or both, for employees on temporary duty as there is no express prohibition in doing so other than the restriction of the rental of space in the District of Columbia. However, the statutory or regulatory limitations on per diem rates or actual expense rates are equally applicable to contracts or purchase orders entered into by agencies for lodging or meals.

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99-4200 SERIES- Desk Guide pg. 6-62
- 3) B-195133, 19 Jan 81
- 4) DoD Charge Card Manual
- 5) Joint Travel Regulation (JTR)
- 6) Joint Federal Travel Regulation (JFTR)

Luggage or Garment Bags

Rule: Generally prohibited.

Discussion: The purchase of luggage for military or civilian employees for carrying personal belongings while on official travel is generally prohibited based on the principle that normally, the purchase of luggage is a personal expense.

In highly unusual circumstances, such as when an employee is required by his/her official duties to perform extensive travel requiring luggage, a written determination may be made by an appropriate official that it would be unreasonable to require the employee to furnish luggage at his/her own expense, luggage could be purchased with the following conditions:

- 1) Luggage would become Government property,
- 2) Luggage would be stored in Government facilities,
- 3) Luggage may not be used for any personal business.

Note: GAO has not precisely defined what constitutes excessive travel.

Exception: When determine in writing by an appropriate official for highly unusual circumstances.

Special Approval: Yes. Commanding General or District Commanding Officer via their respective Comptroller

Reference: GAO Decision B-200154, 12 FEB 1981

Maintenance Purchases/ electrical/plumbing/HVAC/security & safety equipment. Please see PCAN 3 pg. 97. You may purchase under the DOD E-Mall but cannot exceed your threshold.

Marine Corps Ball Support

Rule: Maybe.

Discussion: The use of the purchase card to procure requirements in support of the social portion of the Marine Corps Ball is prohibited.

Appropriated funds and the purchase card may used to support the Official Ceremony portion of the Marine Corps Ball in accordance with authorization provided in MCO 7040.11A.

Reference: MCO 7040.11A

Marine Corps Exchange Purchases

Rule: Generally permissible.

Discussion: The purpose of the military exchange and other morale, welfare and recreation activities is to provide goods and services to enhance the quality of life of service members and their families.

Pursuant to 10 U.S.C., DoD exchanges and other Non-appropriated Fund Instrumentalities (NAFIs) are authorized to contract with federal agencies to provide goods and services beneficial to the efficient management and operation of the exchange or NAFI activity.

Contracting officers and Cardholders must continue to screen all requirements for their availability from the mandatory Government sources of supply identified in FAR 8.001. Supplies and services available from exchanges or NAFIs are not considered agency inventories for the purpose of this enclosure.

The purchase card is the preferred method of accomplishing micro-purchases including those from exchanges or NAFIs. Micro-purchase requirements must be rotated among qualified suppliers. Purchases above the micro-purchase threshold must be competed to the maximum extent practical. Also, contracting with exchanges or NAFIs does not automatically establish price reasonableness. Contracting officers must independently determine exchange or NAFI prices fair and reasonable.

The below restriction of 10 U.S.C. 2423 and 2424 apply to purchases from exchanges or NAFIS:

- The contract or purchase order cannot exceed \$50,000.

_ Supplies provided shall be from stock of the exchange on hand as of the date of the contract or purchase order.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

- The contract may not provide for the procurement of services not regularly provided by the exchange.

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99-4200 SERIES
- 3) FAR 8.001
- 4) 10 U.S.C. 2423 and 2424
- 5) 10 U.S.C. 2482a
- 6) ASN (RD&A) Memo of 18 Nov 97

Medical Care,

Rule: Prohibited.

Discussion: The purchase card and/or convenience check is not authorized for the payment of medical or dental service for applicants (OSO Candidates or Enlisted) to correct medical deficiencies to enable an individual to qualify or pass a physical exam.

Correction of medial deficiencies is a personal expense and is the responsibility of the individual applicant (OSO candidate or Enlisted).

Exception: None.

References:

- 1) MCO P1100.72C, Chapter 3, Section 2, Part G
- 2) GAO Appropriation Law, Volume I, Chapter 4
- 3) USMEPSCOM Regulation 40-1

Medical Care, Military and Civilian Employee

Rule: Prohibited.

Discussion: Purchase cardholders shall not use their cards for the purchase or payment of individual medical and dental services for military or civilian employees at non-Federal sources.

Exception: None.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99-4200 SERIES

Memberships in Non-Federal Entities

Rule: Generally prohibited.

Discussion: The purchase of club, association, organization, etc. memberships which solely benefit individual Government employees or officers and not their agency or activity is prohibited.

Exception: Membership in a non-Federal entity is permissible when determined in writing by an appropriate official that membership in a non-federal entity will contribute to the fulfillment of the mission of the agency or activity.

The memberships shall be in the agency's name or the position title of an agency official, rather than in an individual's name.

Special Approval: Yes. Commanding General or District Commanding Officer via their respective Comptroller

References:

- 1) GAO Appropriation Law Volume I, Chapter 4
- 2) CG MCRD/ERR Policy Letter of 15 Feb 2000
- 3) GAO Decision B-305095, 8 Dec 2005
- 4) GAO Decision B-213535, 26 Jul 1984
- 5) GAO Decision B-49329, 10 May 1945
- 6) 5 U.S.C. 5946
- 7) NAVSUPINST 4200.99B-4200 SERIES- Desk Guide pg. - 6-62/6-63

Moving Services - See Office Moves

Nametags

Rule: Generally prohibited.

Discussion: Per MCO P1020.34G, no valid general requirement for

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

nametags exists; however, the standard black Marine Corps nametags may be prescribed at the option of the commander.

The standard Marine Corps nametag will be of flexible thermo-plastic translucent base material with black velvet mar-resistant, non-glare finished surface and a white core. The tag is 5/8 inch wide by 3 inches long with clutch-type fastener. Engraved white block-type lettering will be 3/8 inch high by about 3/16 inch wide (unless it must be smaller to accommodate a lengthy name within standard length) indicating the Marine's last name only. Symbols, initials, nicknames, or organizational identification will not be placed on nametags. Wearing nametags that do not conform with provisions MCO P1020.34G is prohibited.

Appropriated funds may be utilized to purchase employee identification tags when a command determination is made justifying that their use is reasonably necessary for mission accomplishment.

As with organizational clothing, these items are the property of the organization and remain with the organization.

Exception: When determined in writing that their use is reasonably necessary for mission accomplishment.

Special Approval: Yes. Commanding General or District Commanding Officer via their respective Comptroller

References:

- 1) MCO P1020.34G
- 2) NAVSUPINST 4200.85D
- 3) NAVSUPINST 4200.99-4200 SERIES
- 4) GAO Decision B-236763, 10 Jan 1990

NEWSPAPERS/MAGAZINES, PERIODICALS- You must obtain approval by the Senior Official of your Command before purchasing any of the above items.

Discussion: Per NAVSUPINST 4200.85D

Rule- Please Reference NAVSUPINST 4200.85D - pg. 2

Special Approval- YES- Your Senior Official at the Requesting Command.

Office Moves

Rule: Prohibited

Discussion: The use of the purchase card and/or convenience check to obtain transportation/logistic shipments or moving/packing services to pack, move (relocate) and unpack an office is a prohibited use of the purchase card and/or convenience check.

Logistics Shipments: Defined as shipments of material not identified as "**administrative shipments**".

Administrative Shipments: Defined as items such as: general correspondence, personnel records, payroll records, laboratory samples (except whole blood and urine samples which are paid by SWT), electronic storage media (computer tapes, floppy discs, compact discs, videos), blueprints, legal/financial/recruiting/contracting or similar documents and technical manuals not requisitioned directly from stock.

Your regional Transportation Management Office (TMO) is responsible for moving logistic shipments.

In the instance your Regional TMO Office will not support the request to move your logistic shipment/office, you are **NOT** authorized to purchase services to pack, move or unpack the office. Terms and conditions would be required to protect government interests. Terms and conditions are not authorized when using the purchase card.

The prohibition does not preclude the activity from renting a vehicle for a self-move. See [Trucks \(Vehicle\), Rental/Lease of Commercial or GSA](#) for guidance to rent a truck.

Exception: None

References:

- 1) NAVSUPINST 4200.99B- 4200 SERIES (Desk guide pg 6-66)
- 2) NAVSUPINST 4200.85D
- 3) DoD 4500.9R, Parts I-VI

Official Representation Funds (ORF)

Rule: Generally permissible.

Discussion: Official Representation Funds (ORF) are authorized for use to host official reception, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the Department of Defense (DoD) for the purpose of maintaining the standing and prestige of the United States and DoD.

Only a purchase card and/or convenience checking account designated solely for ORF expense may be used in support of ORF requirements.

All expenditure of ORF shall be in accordance with SECNAVINST 7042.7.

Special Approval: Yes. The ORF Expense Documentation Sheet shall be routed to the SJA, Comptroller and RCO for review and approval prior to expenditure of ORF.

References:

- 1) DODD 7250.13
- 2) SECNAVINST 7042.7K

Office Supplies- Mandatory - Local Serv Mart or DoD E-Mall. Also see PCAN 3 - pg. 97 for Additional vendors added to DOD-E-Mall.

Paper, Copier/Printer

Rule: Generally permissible.

Discussion: JWOD Paper is not mandatory for routine copier/printer paper - even legal size. JWOD paper is higher priced because it is special quality, suitable for certificates, awards, etc. All paper purchased must contain a post-consumer recycled content of 30 percent.

Note: In accordance with DoN Policy, the purchase of administrative supplies, including paper, must be purchased via the base SERVMART or from the various vendors located on the DoD EMALL.

References:

- 1) DoN PCPN 1 of 26 April 2006
- 2) DoD EMALL presentation of 31 Jan 2007
- 3) 10 U.S.C. 2378

PayPal/Third Party Payment Merchants

Rule: Generally Prohibited.

Discussion: The use the purchase card for payment of supplies and/or services using a Third Party Payment Merchants is generally a prohibited.

Third party payment merchant transactions are considered high risk in that they mask what is bought and thereby circumvent Merchant Category Code (MCC) blocking as an effective internal control. Use of third party payment merchants does not enable DoD/DoN to block inappropriate purchases either systemically or at the card account level through MCC tools. In addition, these services do not offer program officials the same dispute and chargeback protections offered by VISA and MasterCard.

Exception:

The Office of the Under Secretary of Defense, Acquisition, Technology and Logistics has revised existing policy, which strictly prohibited the use of third party payment merchants, as follows:

In most cases, the CH does not know the vendor is using a third party payment merchant (i.e. PayPal) until after the fact.

Where it is identified that the purchase will be processed via a third party merchant, the CH should make every attempt to choose another merchant with whom to procure the goods and/or services.

If it is still found necessary to procure using a third party payment merchant, the Cardholder (CH) and Approving Official (AO) must ensure there is adequate supporting documentation showing that there was a detailed review of the purchase and that the use of the third party payment merchant was unavoidable. **The Ao must write a review for justification to go with file.- NAVSUPINST 4200.99B- pg. 4-7.**

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

APC Review: All transactions where a third party payment merchant is used will be considered high risk for screening/review purposes and shall be reviewed by the APC as part of their monthly APC transaction review.

Program Audit Tool: If a transaction is not flagged in the Program Audit Tool (PAT), the APC and/or AO is required to add the transaction into PAT to initiate the review whenever a third party payment is identified.

References:

- (a) OUSD (AT&L) memo of 17 Oct 07
- (b) NAVSUPINST 4200.99B-4200 SERIES

Pest Control Services

Rule: General prohibited.

Discussion: The use of the purchase card and/or convenience check for purchase of pesticides or pest control services is prohibited. Pest Control Services is a responsibility of NAVFAC.

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99B-4200 SERIES
- 3) OPNAVINST 6250.4B

Pesticides

Rule: Generally prohibited.

Discussion: The use of the purchase card for the purchase of pesticides is generally prohibited.

This prohibition includes, but is not limited to, the purchase of, traps, ant/roach killers, hornet/wasp killers, insect repellant, mosquito repellant, etc.

Pesticides for control/elimination of ant, roaches, hornet, etc. shall be requested by submission of a work ticket to MCRD

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Facilities Maintenance Division (FMD) for pest control services.

Exception: None

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99B-4200 SERIES

Plastic Ware and Paper Products

Rule: Generally prohibited.

Discussion: The purchase of plastic ware, paper plates, cups, etc. for use in an office coffee mess or break room, office party supplies, retirements, farewells, etc. is prohibited. These items are considered a personal expense to be borne by the individual(s).

Plastic ware and paper products, etc., which are available at LCI, are generally for use in the Mess hall or for official command functions (Official Representation Fund, etc) in which appropriated funds may be authorized to support.

Definition: The term "refreshments" extends to all concession related items, beverages, snacks/finger foods, plastic ware (forks, knives, spoons, dishes) and paper products (napkins, paper plates, paper cups).

Exceptions:

- 1) Poolee Functions
- 2) Center of Influence (COI) Functions
- 3) Official Representation Funds (ORF)

References:

- 1) NAVSUPINST 4200.85D
- 2) B-163764, 47 CompGen 657, 17 May 68
- 3) B-152331, 43 CompGen, 305, 26 Sep 73

Post Office Box Rental

Rule: Generally permissible.

Discussion: The use of the purchase card for the rental of a post office box for the receipt of official correspondence is generally permissible.

DoN Policy: Charges for post office box rental are handled by the following procedure. A box rented before the beginning of the fiscal quarter must be rented for no less than a full quarter. The United States Postal Service (USPS) will not refund a portion of the rental if the box is surrendered before the end of the rental period. This policy applies to advance payments of box rent made on a quarterly or annual basis.

The USPS bills on its Post Office (PON) 32 form, which must be filed within the transaction file.

Exception: None.

Advance Payment: Advance payment of post office box rentals is authorized on a quarterly or annual basis.

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99B- 4200 SERIES
- 3) DoD FMR Volume 5
- 4) DoD FMR Volume 10, Section 040105
- 5) 25 ComGen 834 (1946)
- 6) 34 ComGen 191 (1954)

Postage Meter, Resetting of

Rule: Prohibited.

Discussion: The use of the purchase cards or convenience checks for the resetting of Postal Meters is prohibited. DoD 4525-8M, DoD Official Mail Manual provides instructions for electronic funds transfer (EFT).

Exception: None.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

References:

- 1) DoD 4525.8-M, DoD Official Mail Manual,
- 2) OPNAVINST 5218.7B, Navy Official Mail Management Instruction

Postage Stamps

Rule: Generally prohibited.

Discussion: Postage stamps are intended for use by small volume mailers with outgoing mail volume too low to justify postage meters. Postage stamps shall be centralized and closely controlled by the activity. **Contact your AAPC.**

Exception: None.

(1) DoD FMR

(2) OPNAVINST 5218.7B, Navy Official Mail Management Instruction

Printers, Computers

Rule: Generally prohibited.

Discussion: All Information Technology (IT) requests (hardware, software, peripherals, contract services, etc.) outside the NMCI contract and regardless of cost will be processed and reviewed using ITPRAS.

Printers that connect, have the capability, or could be modified to be connected to a network must be approved via ITPRAS. The statement that the printer (at the option of the requester) will not be connected to a network is not justification to by-pass ITPRAS approval.

Exception: None.

Special Approval: Yes. G6

Reference: MARADMIN 486/06

Printing and Duplication, Commercial

Rule: Prohibited.

Discussion: Purchasing printing or duplication services from commercial sources with the Purchase Card is a VIOLATION of Federal Statute and is considered an UNAUTHORIZED COMMITMENT.

All requirements for printing and duplication shall be obtained from either the Document Automation and Production Service (DAPS) or a Government Printing Office (GPO). Only cardholders with specific delegation of authority may use their purchase card as a method of payment for printing and duplication.

Neither the Regional Contracting Office (RCO) nor DAPS have the authority to issue printing waivers, only the GPO. GPO may grant printing waivers for emergency printing that cost less than \$1000, and is required in less than 48 hours. Waivers are never issued "after-the-fact".

Activities should coordinate emergency printing requirements with the supporting DAPS immediately upon notification of an emergency printing requirement. Activities should also obtain after-hour contact information for their supporting DAPS.

Printing and duplication does not include commercial off the shelf publications, manuals and forms obtained via Navy Forms Online.

References:

- 1) Title 44 U.S.C.,
- 2) Federal Acquisition Regulation (FAR) Part 8,
- 3) Department of Defense Directive (DoDD) 5330.3
- 4) MCO P5600.31_
- 5) DAPS Customer Reference Guide
- 6) navsupinst 4200.99B-4200 SERIES

Privately Owned Vehicle (POV) Parking

Rule: Generally prohibited.

Discussion: As a general rule, parking is the responsibility of the individual. However, an agency may provide employee parking facilities if it determines in writing that the lack of parking

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

facilities will significantly impair the operating efficiency of the agency and will be detrimental to the hiring and retention of personnel.

Propane

Rule: Generally prohibited.-RCO-NCR has obtained a waiver from DLA authorizing purchase.

Discussion: The use of the purchase card to purchase propane is generally not authorized. The DoD Fleet Card (Wright Express) is the primary card for the purchase of propane.

Exception: Since cardholders under RCO-NCR GCPC OFFICE do not utilize enough propane to justify a Fleet Card we have obtained a waiver from DLA. You may purchase propane with the GCPC.

Reference: NAVSUPINST 4200.99B-4200 SERIES

Purchase from Government Employees or Businesses Owned or Controlled by Government Employees

Rule: Prohibited.

Discussion: Purchases from government employees (military or civilian) or from business organizations substantially owned or controlled by government employees are prohibited.

This policy is intended to avoid any conflict of interest that might arise between the employees' interest and their Government duties and to avoid the appearance of favoritism or preferential treatment by the Government toward its employees.

For purposes of this prohibition, the question of whether a business organization is "substantially owned or controlled" by Government employees must be made on a case-by-case basis. Where a business is owned or is part of the employee's household, the Government employee is obligated to make full disclosure and to disqualify himself or herself from all aspects of the procurement.

Exception: In the case of most compelling reasons, such as cases where the needs of the Government cannot reasonably be otherwise supplied, the contracting officer must refer the case

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

to the Head of the Contracting Activity (HCA), which is the Deputy Commandant, Installation and Logistics. Only the HCA can approve the requested exception to the general prohibition.

References:

- 1) FAR 3.601
- 2) NMCARS 5203.602
- 3) NAVSUPINST 4200.99B-4200 SERIES
- 4) NAVSUPINST 4200.85D

Radio Frequency and Wireless Devices

Rule: Generally prohibited.

Discussion: Unless prior approval from the Installation Spectrum Management Office is obtained, purchase cardholders are not authorized to procure radio frequency or wireless devices. Radio frequency and wireless devices include, but are not limited to: fixed and mobile radio transmitters, radars, microwave radios, computer wireless technology (i.e., cordless keyboard, mouse, etc.) and commercial off the shelf (COTS) radio frequency wireless technology.

Exceptions:

- 1) Cellular (Wireless) services and equipment obtained from either the Nationwide Department of Navy Wireless Contracts (NDWCs) or the Navy Marine Corps Intranet (NMCI) contract.
- 2) The purchase of exact replacement parts for existing systems does not require approval provided approval was obtained from the original purchase.

Special Approval: Yes. Installation Spectrum Management Office

References:

- 1) NAVSUPINST 4200.99B-4200 SERIES
- 2) MCO 2400.2

Raincoats and Umbrellas

Rule: Prohibited.

Discussion: The use of the purchase card for the purchase of raincoats and umbrellas is prohibited.

While raincoats and umbrellas provide protection from rain, GAO does not consider walking in the rain as hazardous duty and views these items as personal to the employees and relate only incidentally to their employment with the Government.

References:

- 1) GAO Decision B-122484, 15 Feb 1955
- 2) GAO Decision B-174629, 31 Jan 1972
- 3) GAO Decision B-193104, 09 Jan 1979
- 4) GAO Decision B-230820, 25 Apr 1988

Recreation Rooms, Barracks

Rule: Generally permissible.

Discussion: The use of appropriated funds in support of Barracks Recreation Rooms is authorized, but is limited to funding provided under Personnel Support Equipment (PSE).

Requirements/requests shall be approved, funding and procurement. If funding is not available to support these requirements then a deficiency shall be submitted to the AC/S Comptroller for prioritized funding.

Equipment used for recreation purposes in BEQ/BOQ common areas or lounges, such as wide screen TV's, pool tables, ping-pong tables, or physical fitness equipment is defined as PSE.

Equipment such as musical instruments, stereo sets, and photographic equipment used for recreation purposes is procured exclusively with non-appropriated funds (NAF).

References:

- 1) MARADMIN 481/92
- 2) MCO P10150.1
- 3) AC/S COMPT Email of 2 Apr 07

Refreshments Provided in the Workplace (Purchase of Beverage and/or Food Items)

Rule: Generally prohibited.

Discussion: The purchase of refreshment items for Government employees is not authorized.

The GAO has held that serving coffee or other refreshments may be desirable but cannot be said to be a "necessary expense" as provided by various appropriation acts.

This general prohibition also extends to refreshments served at official ceremonies (e.g., retirement, change of command, commissioning, VIP receptions, etc.).

Definition: The term "refreshments" extends to all concession related items, beverages, snacks/finger foods, plastic ware (forks, knives, spoons, dishes) and paper products (napkins, paper plates, paper cups). Further examples of prohibited items include but are not limited to bottled or spring water, milk, coffee, tea, juices, sodas, pastries, donuts, pretzels, bagels, and other party or concession type items.

Exceptions:

- 1) Recruiter "out-of-pocket" (ROPE) expense when buying meals for recruiting applicants.
- 2) Official Representation Funds (ORF) may be used for official entertainment but only under the guidelines of SECNAVINST 7042.7J.
- 3) Center of Influence (COI) events

References:

- 1) NAVSUPINST 4200.85D
- 2) B-163764, 47 CompGen 657, 17 May 68
- 3) B-152331, 43 CompGen 305, 26 Sep 73
- 4) SECNAVINST 7042.7J
- 5) NAVSUPINST 4200.99B-4200 SERIES- Workbook Guide pg 6-65

Religious Ceremonies, Food for

Rule: Generally permissible.

Discussion: Appropriated funds (APF) are generally not authorized for the procurement of food or beverage items, unless specifically authorized by law.

Food items such as, sacramental or kosher wine, breads, grape juice, and Sedar supplies may be purchased for religious ceremonies.

Sacramental and kosher wine will be secured in a locked container (e.g., locker, cabinet or refrigerator), and a usage log will be maintained.

The purchase of Sacramental or Kosher Wine may be permissible when determined in writing by the senior chaplain that they are a necessary or integral part of an authorized religious ceremony or otherwise specifically authorized by law. Sacramental or Kosher Wine must be secured in a locked container (e.g., locker, cabinet or refrigerator), and a usage log maintained.

Reference: MCO 1703.6D

Religious Education Programs, Support of

Rule: Generally permissible.

Discussion: As provided in MCO 1703.6D, commands will provide appropriated funds for the support of religious ministries programs within the command. Commanders will follow the guidance contained within MCO P1020.34F and MCO P7110 for the procurement of consumable and non-consumable supplies and equipment.

Consumable supplies include such items as religious vestments and paraments, liturgical accoutrements, sacramental wine and breads, oil, candles, grape juice, Sedar supplies, rosaries, religious medals, religious literature including materials and supplies for religious education programs. Services such as cleaning of ecclesiastical robes, vestments, alter cloths, etc. shall also be provided.

Reference: MCO 1703.6D

Religious Offering Fund

Rule: Prohibited.

Discussion: A religious offering fund (ROF) may be established to serve the religious needs of the contributors by allowing the collection and disbursement of offering as an act of worship within the context of the Command Religious Program (CRP).

As a non-appropriated fund, the purchase card is not authorized for ROF purchases.

References:

- 1) MCO 7010.17A
- 2) SECNAVINST 7010.6A

Relocatable Buildings

Rule: Generally prohibited.

Discussion: CMC has delegated procurement authority for lease or purchase of relocatable buildings on Marine Corps Bases to NAVFAC effective 1 October 2007.

Refer to the references for additional guidance on relocatable buildings.

References:

- 1) CMC ltr 4200 of 27 Sep 07
- 2) Marine Corps Acquisition Procedure Supplement (MAPS)
- 3) Draft MCO (Has not been designated)
- 4) DoDI 4165.56

Reprographic Equipment

Rule: Generally prohibited.

Discussion: The purchase, lease, rental, trial, replacement or change in rental or lease plan of reprographic equipment is not authorized unless the requestor has complied with the requirements of the Navy Reprographic Equipment Program.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

The requester must obtain written approval from the cognizant DAPS for all shore copying equipment with speeds of 71 or more copies per minute. The letter of approval must be annotated on the purchase request as well as on the contract document, purchase order or delivery order. The cognizant DAPS is the office normally servicing your activity. Your servicing DAPS can generally provide historical data and upon request, can provide copier cost data.

Exception: Not applicable to Marine Corps activities, except for requirements for high-speed copiers with speeds of 71 or more copies per minute and afloat unit requirements.

Special Approval: Yes. DAPS for high-speed copiers with speeds of 71 or more copies per minute.

References:

- 1) NAVSUPINST 4200.85D
- 2) SECNAVINST 5600.22 (Series)
- 3) OPNAVINST 5600.21 (Series)
- 4) NAVPUBINST 5600.44 (Series)
- 5) NAVSUPINST 5600.24 (Series)

Safety Boots/Shoes - Military Personnel

Rule: Generally prohibited.

Discussion: The use of the purchase card to purchase safety boots or shoes for military personnel is generally not authorized.

Exception: The issuance of safety shoes for military personnel will be in accordance with the conditions and guidance contained in MCO 5100.8.

Safety shoes will be issued as Personal Retention Items, which are those select items designed for permanent issue or clothing items that are worn close to the body, so that it would be unhygienic to recover them following use by an individual.

As provided in MCO P4400.150E, safety shoes will be issued by signed receipt and will be the basis for an entry in the individual's qualification record or service record book, as

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

appropriate. This also falls under OSHA

Special Approval: **Yes. Safety Officer.**

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99
- 3) MCO 5100.8, MC OSH Policy Order
- 4) MCO P4400.150E, Consumer Level Supply Policy Manual
- 5) DepO 5100.1B

Security for Special Events

Rule: Generally prohibited.

Discussion: The use of the purchase card and/or convenience check for obtaining the services of guard/security services is generally prohibited.

All requirements for contractor guard services, with the exception of those required to be obtained through the General Service Administration (GSA), shall be obtained through NAVFAC unless specific authority is otherwise granted.

Exception: Police protection services provided by the city for special events as a condition for use of a facility or conduct of an event.

References:

- 1) NAVSUPINST 4200.85D
- 2) GAO Decision B-187733, 27 Oct 1977

Self Help Projects- Unit provides labor. Materials may be provided by G-5. However material can be purchased by the unit if approved by G-5.

Rule- General Permissible

Special Approval- Yes

Service Fees- PCAN 21 FEB 2013-** Service Fee can be paid for higher education institutions. See page 103- cannot exceed thread hold with service fee.

Sheds & Gazebos- Any type of pre constructed Sheds or Buildings that require ground to be leveled, fug of concrete poured it must be approved by Public Works. MCBO 11000.3.

Sheds & Gazebos- Building, Benches, Pull up Bars

If only purchasing items and not digging or no concrete or any pre-construction has to be done then still must approved by Public Works. This will also require off site approvals. MCBO 11000.3.

Rule- General Permissible

Discussion- MCBO order

Special Approval- Yes

Service Fee- PCAN 21- Visa now allows agencies and higher education to charge a Service Fee. See page 102 & 103.

Shredder

Rule: Maybe.

Discussion: Shredders are considered "minor property" in accordance with MCO P10150.1 and are procured using PSE funds.

a) Requirements for shredders with a cost of \$100.00 or more shall be submitted to DPC for procurement by their cardholders.

b) Requirements for shredders with a cost less than \$100.00 may be procured using the activities funds after

Obtaining written approval from DPC prior to procurement.
This approval may be by letter, signed form or EMAIL.

Shredding Services

Rule: Maybe.

Discussion: Services for the shredding of "bulk" documents is generally permissible:

Tax Exempt- Credit Card is tax exempt. Please reference PCAN 14.

Discussion: Card Holders should familiarize themselves with the GSA Smart Tax Website to understand how to manage tax exemption status for use of the GCPC.

<https://smartpay.gsa.gov/about-gsa-smartpay/tax-information>

SURCHARGE – PCAN 24- 13

OVERVIEW: The Department of Justice recently granted preliminary approval of a settlement in an antitrust case between merchants and American Express, Visa and MasterCard. This settlement allows merchants that accept VISA, the option to pass on a surcharge fee to their customers that use credit cards. This new rule comes into effect on 27 January 2013.

Merchants must abide by the following rules:

1. Each individual merchant will decide whether or not to apply a surcharge.
2. The surcharge may not exceed 4% of purchase.
3. Merchants must disclose surcharge at point of store entry, point of sale and as a separate line item on receipt.
4. Surcharge rules are applicable in the U.S. and U.S. territories only.
5. 10 U.S. states have restrictions on surcharges: California, Colorado, Connecticut, Florida, Kansas, Maine, Massachusetts, New York, Oklahoma and Texas.

ACTIONS REQUIRED:

1. Card Holders should be aware of the possibility of surcharges when making purchases using credit/charge cards. If a merchant is imposing a surcharge, the cardholder may choose to

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

consider another merchant that offers the same or similar item(s) to avoid paying the surcharge.

Taxidermy

Rule: Generally prohibited.

Discussion: The use of the purchase card and/or convenience check for taxidermy services is generally not authorized.

Exception: When determined in writing by an appropriate official that the use of appropriated funds is a necessary expense for the fulfillment of the activity's mission.

Special Approval: Yes. Commanding General via AC/S Comptroller

Reference: GAO Report 03-292

Tolls, Road/Bridges

Rule: Generally permissible.

Discussion: State and local authorities frequently charge tolls for the use of state-owned highways, bridges, or tunnels. GAO does not consider a toll as a tax, but rather as a charge for the use of the road, bridge, or tunnel and are properly payable where necessarily incurred in the performance of official business.

The use of the purchase card for payment of toll road charges or EZ Passes for toll booth usage is generally permissible for Government vehicles. Payment of toll charges or EZ Passes for privately owned vehicles (POV) is prohibited even if the POV is being used in a TAD status. If on travel status the toll expense may be claimed on the individual's travel voucher.

Toll road requirements that exceed total expenditures of \$2,500 shall be submitted to the Contracting Officer for procurement action.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Advance Payment: Authorized.

References:

- 1) GAO Appropriation Law, Volume I, Chapter 4
- 2) GAO Decision B-122933, 24 June 1957
- 3) GAO Decision B-124172, 12 August 1955

Training- Please reference your NAVSUPINT 4200.85d - PG 74-75- Please go to www.navsup.navy.mil- select- Purchase Cards/ Knowledge nuggets and then PCKN15 to review regulations if you are uncertain.

Rule- General permissible

Discussion- Training which is regularly scheduled, open to the general public and priced the same for everyone. Must have a SF182. Ch must ask if open to General Public and priced the same for everyone and mark on RCO-Worksheet.

References: NAVSUPINST 4200.85D

Please contact your AAPC if you have any questions.

Transportation for Logistic Shipments, Purchase of

Rule: Generally prohibited.

Discussion: The purchase card and/or convenience check is not authorized for the purchase/payment of transportation/logistic shipments.

Ordering freight transportation services is a function of the activity material transportation officer who may issue a Government Bill of Lading (GBL) to effect movement of supplies.

Exception: None

References:

- 1) NAVSUPINST 4200.99B-4200 SERIES
- 2) NAVSUPINST 4200.85D

Travel or Travel Related Expenses

Rule: Generally prohibited.

Discussion: The purchase card is generally not authorized to pay for government employee travel or travel related expenses (i.e. expenses associated with official travel including transportation, lodging, or meals.

The individual travel card (ITC) or unit travel card (UTC) is the primary credit cards for payment of travel and travel related expenses.

Exceptions:

- 1) Conference fees that include lodging and meals
- 2) Conference/Meeting room rentals

Reference:NAVSUPINST 4200.99B-4200 SERIES-Workbook Guide pg 6-67

Trucks (Vehicle), Rental/Lease of Commercial or GSA

Rule: Generally prohibited.

Discussion: The purchase card and/or convenience check is not authorized for the direct rental/lease of commercial or GSA vehicles.

Trophies/Awards/Plaques- See Coins Regulations

Uniform Allowance (Cash)

Rule: Generally prohibited.

Discussion: The use of the purchase card and/or convenience check is not authorized for the payment of uniform allowance.

The Secretary of Defense may pay an allowance to each civilian employee of the Department of Defense (DoD) who is required by law or regulation to wear a prescribed uniform in the performance of official duties.

A uniform allowance is paid directly to the individual by DFAS.

References:

- 1) 10 U.S.C. 1593
- 2) DoD 1400.25-M
- 3) 5 U.S.C. 5901

Uniform Items

Rule: Generally prohibited.

Discussion: The purchase card is not authorized for the purchase of uniform items that are part of the Seabag.

Uniform items that are part of the seabag are issued to military personnel upon enlistment and are to be replaced by the member with annual cash allowance (Clothing Replacement Allowance).

Exception:

- 1) Seabag items can be issued or replaced as work clothing and procured using activity funds for mess management specialists (e.g., tee shirts, trousers, caps, aprons) and for personnel whose work is of a destructive nature to clothing (e.g., cleaning fuel oil tanks, entering boilers, decontamination work).
- 2) Should Sleeve Unit Identification Marks. Initial provision is free to each attached member and paid with the activities funds.
- 3) Name tags are optional uniform items. Appropriated funds may be utilized to purchase employee identification tags when a command determination is made justifying that their use is reasonably necessary for mission accomplishment. As with organizational clothing, these items are the property of the organization and remain with the organization. Refer to topic on "Name Tags" for guidance.
- 4) Identification badges available through the supply system (e.g., Chief Master at Arms) are to be purchased with activity funds. Other identification badges (e.g., Presidential service,

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Joint Chiefs of Staff (JCS) or locally designed badges) are not to be purchased with activity funds.

References:

- 1) Marine Corps Uniform Regulation
- 2) Organization Property Manual
- 3) US Navy Uniform Regulations
- 4) 31 U.S.C. 1301(a)
- 5) 31 U.S.C. 415
- 6) GAO Decision B-237236, 69 CompGen 129, 11 Dec 89
- 7) NAVSUPINST 4200.99
- 8) NAVSUPINST 4200.85D
- 9) NEXCOMINST 10120.10 (Series)

USMC, Unofficial Use of Seal, Emblem, Name or Initials of the

Rule: Generally prohibited.

Discussion: Unofficial use of the Seal, Emblem, Names, Initials of the Marine Corps will be in accordance with MCO 5030.3B.

Reference: MCO 5030.3B

Utility Services

Rule: General permissible.

Discussion: NAVFAC has cognizance over all matters pertaining to the acquisition of public utility services including, but not limited to, electricity, gas, water, sewerage drainage, fire and police protection, street lighting, cleaning, trash, and garbage disposal.

Contracts for the operation of Government-owned facilities by a DoN Contractor that call for reimbursement of the contractor's utility expense shall specifically provide for the submission of utility subcontracts to NAVFAC for comment or approval prior to execution of the contract.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Use of the purchase card to pay for charges resulting from utility services is permissible. Utilities under this authorization are defined as water, sewer, electric, natural gas and propane. Utility charges can only be paid for with the purchase card under the following conditions:

- 1) The utility does not assess a service charge or fee for using the purchase card as a method of payment; and
- 2) The charge does not exceed \$9,999,900 per transaction.

Exception: None

References:

- 1) NAVSUPINST 4200.85D
- 2) NAVSUPINST 4200.99B-4200 SERIES

Vacuum Cleaners

Rule: Maybe

Discussion: Vacuum cleaners are considered "minor property" in accordance with MCO P10150.1 and are procured using PSE funds.

Base Activities: The procurement of vacuum cleaners are managed at the activity level. Cardholders assigned to these accounts may use their purchase card for the procurement of vacuum cleaners. Activity must keep on an inventory control listing.

Reference: MCO P10150.1

Vehicle Washing and Detailing

Rule: Generally prohibited.

Discussion: The use of the purchase card for payment of vehicle washing and detailing is generally prohibited.

In accordance with NAVSUPINST 4200.98, DoN Policies and Procedures for the Operation and Management of the Fleet Card Program, the Fleet Card is the primary card for this requirement.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Exceptions: None

References:

- 1) NAVSUPINST 4200.99B-4200 SERIES
- 2) DoD 4140.25-M, Volume II

Visual Information (VI) Equipment

General Rule. VI production equipment may not be provided to, acquired for, or used by non-VI activities or personnel. For VI equipment policy, contact CNO (N09C1) VI Equipment and Activities Policy Officer. Contact your CIVIC officer

(1) Visual Information-Audiovisual (VI-AV)
production including interactive video acquisition

General Rule. Per OPNAVINST 5290.1A, contracting for the development of Audiovisual (AV)/Visual Information (VI) including interactive multimedia AV/VI productions in the Navy is prohibited unless approved and assigned by CNO (N09C4).

Contact your CIVIC FOR ANY INFO ON AUDIO VISUAL ISSUE FOR GUIDANCE.

Vital Documents

Rule: Maybe.

Discussion: The use of the purchase card to procure vital documents in support of military recruit efforts is generally permissible.

In accordance with the Joint Federal Travel Regulation (JET), a member of an Armed Force permanently assigned to a recruiting organization, assigned recruiting duties as either primary or additional duties, is authorized reimbursement for actual and necessary costs, which includes photocopies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates.

Reference: JET Part C, U7030

Warranties

Rule: Generally prohibited.

Discussion: The use of the purchase card to purchase specific, specialized or extended warranties is generally prohibited, i.e., if you have an option to purchase the warranty it is prohibited.

This prohibition does not preclude the cardholder from accepting a standard warranty provided with the item purchased, i.e., if the items purchased includes a standard warranty it is okay to purchase the item.

Warranties are an obligation to fix something that breaks, usually within a specified period. What will be fixed, and what repair expenses are covered by the warranty are set out in the terms of the warranty.

Exception: Requirements for a specific, specialized or extended warranty is required, the chief of the contracting office shall approve the use of a warranty only when the benefits are expected to outweigh the cost.

Reference:

- 1) FAR Part 46
- 2) DFARS Part 246

Water, Bottled

Rule: Generally prohibited.

Discussion: Bottled water is ordinarily considered a personal expense of the government employee. As a general rule, without specific statutory authority, appropriated funds are not available for personal expenses.

The GAO has recognized exceptions to this general rule, however, when the expenditure for a particular item, otherwise personal in nature, primarily benefits the government.

Exception: When administratively determined in writing by an appropriate official that the use of appropriated funds is a

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

necessary expense from the government's standpoint, such as when:

- 1) Public water is unsafe for human consumption, (Note: Water must be tested by Medical/Health Professionals and classified as non-potable due to health concerns. Proof of the classification must be maintained on file).
- 2) There is an emergency failure of water source on the installation,
- 3) There is a temporary facility with no drinking water available within a reasonable distance, and
- 4) There is no water fit for drinking purposes available without cost or at a lower cost to the government.

Special Approval: Yes. Commanding General or District Commanding Officer via their respective Comptroller

References:

- 1) DoD FMR Volume 10, Chapter 12
- 2) GAO DECISION B-303920
- 3) GAO Decision B-309604
- 4) GAO Decision B-310502
- 5) NAVSUPINST 4200.99B-4200 SERIES Workbook Guide- pg 6-68

Water Coolers in the Workplace; Purchase/Rental of

Rule: Generally prohibited.

Discussion: The GAO has held that in a variety of cases under "the necessary expense rule" appropriated funds should not be used to pay for subsistence or to provide "free food" to Government employees while at their duty stations. As such, bottled water is considered personal expense and Government salaries are presumed adequate to enable Government employees to provide their own food and beverage.

Activities still wishing to supply water coolers for providing bottled or spring water to individuals within the workplace should establish a "water fund" to cover such rentals.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Exception: Appropriated funds may be used to supply safe drinking water when administratively determined in writing by an appropriate official that the use of appropriated funds is a necessary expense from the government's standpoint, such as when:

- 1) Public water is unsafe for human consumption, (Note: Water must be tested by Medical/Health Professionals and classified as non-potable due to health concerns. Proof of the classification must be maintained on file).
- 2) There is an emergency failure of water source on the installation,
- 3) There is a temporary facility with no drinking water available within a reasonable distance, and
- 4) There is no water fit for drinking purposes available without cost or at a lower cost to the government.

Special Approval: Yes. Commanding General or District Commanding Officer via their respective Comptroller

Reference: NAVSUPINST 4200.85D

Weed Eaters, Lawn Mowers, Blowers, Etc- Lawn Equipment can be checked out from Facilities Maint. Any unit that wants to purchase their own will need approval from G-5.
MCBO P 4400.01 P 3003

Rule- General Permissible

Discussion - MCBO order

Special Approval- Yes

Wheelchair

Rule: Generally prohibited.

Discussion: The purchase of a wheelchair, for other than use in medical facilities, is considered a personal convenience which appropriated funds are not available.

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Exception:

- 1) Purchases for use in a medical facility.
- 2) When administratively determined in writing by an appropriate official that the use of appropriated funds is a necessary expense from the government's standpoint.

Reference: GAO Appropriation Law, Volume I, Chapter 4

Witness/Attendance Fees

Rule: Generally prohibited.

Discussion: The Purchase Card and/or Convenience Check are generally not authorized for the payment of witness/attend fees.

Witness/attendance fees are considered to be a "mission expense" and are not travel related, therefore, they must be paid through vendor pay utilizing the SF 1034 (Public Voucher). The SF1034 must be supported by the ITO and/or a subpoena (refer to sections 0145 and 0146 of the Manual of the Judge Advocate General (JAGMAN)).

Reference: DFAS KC msg 020845Z JUL 02

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PLEASE REFERENCE YOUR NAVSUPINST 4200.85D - CARDHOLDERS AND APPROVING OFFICIALS ARE REQUIRED TO REVIEW THIS LISTING ALSO BEFORE PROCUREMENT IS MADE.

TO BE IN COMPLIANCE PLEASE PRINT OUT YOUR NAVSUPINST 4200.85D AND PUT IN NOTEBOOK BEHIND THE PROHIBITED AND SPECIAL ATTENTION LISTING.

WAIVERS OR SPECIAL ATTENTION ITEMS MAY REQUIRE WAIVERS OR SPECIAL APPROVALS TO GO WITH PROCUREMENT FILE. Please read carefully.

ALCOHOL

98-99

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

ADVANCE PAYMENTS	1-3
ADVERTISING	4-5
AIRLIFT ASSETS	6-7
APPLIANCES IN THE WORKPLACE	8
ASBESTOS AND ASBESTOS-CONTAINING MATERIALS	9-10
BLACK OXIDE COATED BRASS THREADED FASTENERS	11
BUSINESS CARDS, CALLING CARDS, AND EMPLOYEE IDENTIFICATION TAGS	12-13
CHRISTMAS DECORATIONS AND OTHER SEASONAL ITEMS	14
COMMERCIAL VEHICLES, PURCHASE OF	15-16
COMMERCIAL OR GSA VEHICLES, RENTAL/LEASE OF (WITHOUT DRIVERS)	17-18
COMMERCIAL VEHICLES WITH DRIVERS FOR THE PURPOSE OF TRANSPORTING SUPPLIES OR PERSONNEL, (RENTALS)	19
CONSTRUCTION AND OTHER NAVFAC SERVICES/SUPPLIES	20-24
ENTERTAINMENT	25
EXCHANGE OF PERSONAL PROPERTY	26-28
FIREWORKS DISPLAY	29
GUARD SERVICES	30
HAZARDOUS MATERIAL AND HAZARDOUS WASTE DISPOSAL	
CONTRACTING	31-36
INDUSTRIAL PLANT EQUIPMENT	37

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

INFORMATION TECHNOLOGY	38-42
INVESTMENT ITEMS	43
LIGHT REFRESHMENTS AT CONFERENCES	44
LODGING AND MEALS	45
LUGGAGE	46
MEDICAL AND DENTAL CARE AT CIVILIAN NON-FEDERAL SOURCES	47
MEMBERSHIP DUE	48
NAVY EXCHANGE PURCHASES	49-50
OZONE DEPLETING SUBSTANCES (ODS), CLASS I	51-52
PERSONAL SERVICES	53-55
PESTICIDES	
PLAQUES, ASHTRAYS, GREETING CARDS, PAPERWEIGHTS, AND OTHER MEMENTOS AS GIVE-AWAY	58-60
PLASTICS ABOARD SHIP61-	62
POST OFFICE BOX RENTAL	63

PAGE

PRINTING AND DUPLICATION	64-65
PURCHASE FROM GOVERNMENT EMPLOYEES OR BUSINESS OWNED OR CONTROLLED BY GOVERNMENT EMPLOYEES	66
REFRESHMENTS PROVIDED IN THE WORKPLACE (PURCHASE OF BEVERAGE AND/OR FOOD ITEMS	67-68
REPROGRAPHIC EQUIPMENT	69-70
SENSITIVE COMPARTMENTED INFORMATION IN CONTRACTS	71
SHIPBOARD HABITABILITY EQUIPMENT, INCLUDING FURNITURE, LAUNDRY/DRY/CLEANING AND FOOD SERVICE EQUIPMENT	72-73
TRAINING	74-75
TRANSPORTATION, PURCHASE OF	76-78
UNIFORM ITEMS	79-80
UTILITY SERVICES	81
VIDEO TELECONFERENCING	82-83
VISUAL INFORMATION (VI) EQUIPMENT	84-88
VISUAL INFORMATION/AUDIOVISUAL (AV) PRODUCTION INCLUDING INTERACTIVE VIDEO (IVD) ACQUISITION	9-92
VISUAL INFORMATION/ACQUISITION OF COMMERCIAL OFF-THE SHELF VISUAL INFORMATION (VI) PRODUCTIONS	93-96
WATER COOLERS IN THE WORKPLACE	97
WITHDRAWAL OF TAX-FREE ETHYL AND SPECIALLY DENATURED	

ALCOHOL

98-99

SPECIAL ATTENTION AND INTERNAL APPROVAL LISTING FOR CARDHOLDERS FOR THE RCO-NCR CAPITAL REGION GCPC PROGRAM CH THAT WILL NEED APPROVALS.

****Check and read carefully before Purchasing Items. This listing is given in training to all program participants.**

SPECIAL ATTENTION LISTING IS FOR WAIVERS OR APPROVALS TO BE OBTAINED BEFORE PURCHASING THE REQUIRED ITEMS. IT IS THE RESPONSIBILITY OF EACH COMMAND TO HAVE A POC FOR THEIR COMMAND TO BE ABLE TO OBTAIN THE REQUIRED WAIVERS OR APPROVALS.

Please contact your AAPC for assistance.

Advertisements- Anything that is classified as an advertisement such as in a newspaper or magazine the cardholder must have prior approval of the Contracting Officer at the Regional Contracting Office. RCO-NCR Region.HCA/RCO Reference NAVSUPINST 4200.85D.- pg 2.

Director/Deputy Director of RCO-must sign letter of approval before purchasing. Contact your AAPC.

Air Conditioner Units- For initial purchase must screen PCO for availability. If replacement of existing unit(s)), no PCO approval is required. Require HVAC AND ELECTRICAL survey prior to purchase.

MCBO P4400.1, Para 3003

POC- Monte Selbe- 703-784-6430- for MCB

Athletic/Exercise Equipment- Anything that is quality of life related needs to get the approval of MCCS. MCO P1700.27A. Your MCCS office upon your command. POC FOR MCB IS MICHAEL VUKOCICH 703-784-3006/JODY McBRIDE OR

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

JOSEPH MAHON (703) 692-2708

Audio/Visual/Photographs- MCBO P 4400.1, Para 3003-
MCB- **MICHELE LUJAN** 784-3281 OR /**WILLIAM HAUPFLEISH**
703-784-2302

Carpet-Wall-to-wall & Edging Carpet- Carpet installed wall-to-wall must be approved by G-5. Carpet with the edges bound that can be moved can be purchased without G-5 prior approval. (8X8) OR BIGGER REQUIRE PCO WAIVER. MCBO P11000.1A. INSTALLED-**POC- Nelson Futrell**
703-784-2678- MCB

Cell Phones/Pagers It is not necessary to get G-6 approval for a replacement phone. However, any additional phones must have G-6 approval as Telecom Br.; G-6 has contract for all cell phones and pagers for the Command. This can be paid on the micro purchase card providing it does not exceed the annual \$2500 limit. More than \$2500 annually there must be a contract.

POC-Ask for poc for waivers needed- this is due to
Personalleaving-MCB CURRENTLY IS ERIC MYERS 703-784-
0647/HQMC- MR.ZATZBERG 703-784-0647

COINS -MCBO P4400.1, Para 3003- Please reference your IOP- Order or letter must be utilized when purchasing coins. A coin log also must be kept for the accountability for all coins. **If purchasing for another unit then you must have 2 signatures- one will be units the other will be unit you have turned coins over to.** Contact your AAPC for a sample of an award program or a letter from your CG for the purchase of coins.

Copier/Duplicating Equipment- Maint & Log Br., G-6 has contract for all copier service within MCCDC. Also,

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

has contract for office equipment needs approval from G-6 to ensure it is included or needs to be added to the maintenance contract.

MCBO P2831.1, Para 6000; MCBO P4400.1, Para 3003

POC- ERIC MYERS- 703-784-0647
personal leaving--703-432-1530 MCB

Flags - Standard - (National Marine Corps, Marine Corps Guidons, Recruiting flags, General Officer Flags, Distinguishing Flags) Please reference Special Attention Listing before contacting ALBANY- **POC- Jimmie Williams**
229-639-5839- PLEASE SEE WHAT FLAGS THEY PROVIDE.

Food Service Items MCBO P4400.1, Para 3003 Waiver must be obtained from Food Service.

POC-CAPTAIN GLINSKY 703-784-2502

Furniture and Personal Support Equipment (PSE)- Any type of furniture, but not limited to desk, chair, safe, file cabinets, office equipment, security shredders, barracks furniture, beds, lockers, end tables, lamps, etc. If not utilizing the BPA. BPA should be utilized first per PCAN DTD 16 Nov 2011. MCBO P4400.1, Para 3003.

POC-Monte Selbe- 703-784-6430 MCB/ HQ- Donald Lacks 703-692-5151 or James Bragg 703-692-5137

Hazmat Waivers- Information Systems Management Branch, G-6, has authority from MARCORSYSCOM. MARADMIN 473/01; MCBO P2831.1, Para 6000; MCBO P4400.1, Para 3003- **See Hazmat Waiver Listing. Willie Brandon**
CTR- 703-784-4764.

Information Technology- G-6 has decentralized approval. MARADMIN 473/01; MCBO P2831.1, Para 6000; MCBO P4400.1, Para 3003. - **POC- your G-6 IT.** G-6 will give waivers for hardware and software IT procurements.

MCB- Erick Myers 703-784-0647/ HQ- Mr.Katzberg 703-614-3229 CAN PROVIDE A POC IF YOU DON'T HAVE ONE

Landscaping Items (mulch)- MCBO P11000.1, Para 3003 MCB
POC- Darrell Davis- 703-784-1492

Newspapers, Magazines, Periodicals- Ao must make sure
Prior certification is obtained by the
senior official at requesting command that these items
are necessary.

Ch **must obtain** this approval before purchasing the
above Newspapers, Magazines, Periodicals and obtain
with the file.

Safety Items- (Shoes-Boots, Glasses) - Any items used
for safety, must contact Safety Division for waiver.
5 U.S.C.. 7903 (OSHA authority
POC-- Wayne Roberston 703-432-1094. MCB

Self-Help Projects (paint, nails, boards) - Unit
provides the labor. Materials may be provided by G-5.
However, material can be purchased by the unit if
approved by G-5. MCBO P4400.1, Para 3003
POC- Darrell Davis- 703-784-1492

Sheds & Gazebo's & Buildings Any type of pre-
constructed Sheds or Buildings that require ground to
be leveled, dug or concrete poured under it must be
approved by Public Works.
POC- Maria Self- 703-784-1405 MCB

Shed, & Gazebo's & Buildings Benches, Pull up bars If only purchasing items and no digging or concrete or any pre-construction has to be done then still must be approved by Public Works. MCBO 11000.3

POC- Linda Murawski- 703-784-5077 MCB

Trophies, Awards, Plaques, Commander's Coins, Awards, etc.- Can only be awarded to recognize significant accomplishments above and beyond normal duty.

MCO 7042.C - Letter from the CG at your command or an awards program written. Please read this info carefully. Contact your AAPC

Weed Eaters, Lawn Mowers, Blowers, etc. Lawn Equipment can be checked out from Facilities & Maintenance. Any unit that wants to purchase their own will need approval from G-5.

MCBO P4400.1, Para 3003

POC- Darrell Davis- 703-784-1492

Authorized approval process is done for **HAZMAT** materials are done thru Environmental office MCB.

MCBO 4280.4. For Additional Info on Hazmat -

POC- Willie Brandon@USMC.mil or 703-432-0526

Exempt Items

The following hazardous materials are considered **exempt** from tracking in the HSMS system. They are only **exempt** in small quantities. An MSDS is required to be maintained for these items. These materials are not exempt from hazardous waste disposal procedures.

Polishes (furniture, shoe, brass, etc.)

Disinfectants

Deodorants (toilet, household, etc.)

Waxes (floor, vehicles, etc.)

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

Non-concentrated cleaners (glass, general purpose, etc.)

Hand soap, lotions, sanitizers, and cleaners

Personal items

Batteries

Joint compound

Building concrete/cement/plaster

Metal stock Lumber

and mulch Treated

grass seeds Glass

Sand

Items also considered as exempt are products procured from the office supply section of Servmart, such as toner cartridges, stamp pad ink, dry erase markers, water-based correction fluids, tacky finger, etc.

PCAN 3 December 12 - DON Strategic Sources available on DOD EMALL

THIS PCAN is directed to all Department of the Navy (DON) Government Commercial Purchase Card (GCPC) program participants.

NOTE: HL3 AOPCS - IT IS YOUR RESPONSIBILITY TO DISSEMINATE THIS NOTICE TO GCPC PROGRAM PARTICIPANTS WITHIN YOUR HIERARCHY.

PURPOSE:

- To inform all DON GCPC program participants of new DON strategic sourcing vendors that offer supplies at discounted prices (when the required supplies are not available from the supply system).
- To review guidance when making micro purchases of strategically sourced commodities using DOD EMALL.

OVERVIEW:

DON strategic sourcing vendors have been expanded to include new blanket purchase agreements (BPAs) and Indefinite Delivery Indefinite Quantity (IDIQ) contracts to procure items used for maintenance and repair operations (MRO) and janitorial and

sanitation (JANSAN) supplies. These strategic sourcing vehicles are conveniently located in the Navy Contracts Corridor of DOD EMALL, along with other DON Strategic Sourcing BPAs for Office Supplies and will allow CHs to make micro purchases of supplies at discounted prices and capture data for reporting compliance with federal procurement programs (i.e. green procurement, small business, Ability One).

DISCUSSION:

There are five new MRO BPAs that provide a wide selection of electrical, lighting, HVAC, refrigeration, plumbing, security and safety equipment, plus more from the following vendors:

- Capital Supply,
- Capp Inc.,
- Complete Packaging & Shipping,
- Grainger and
- OSC Solutions.

They are identified **by "AFTAPP BPAs"** following the vendor name after selecting 'Navy Contracts' corridor. They were awarded by the Air Force in August. The vehicles provide a substantial discount from GSA pricing, approximately 9.5%, and allow DON GCPC holders to begin realizing savings immediately. **Do not exceed your limit.**

There are nine JANSAN contracts that provide a wide selection of incidental janitorial and sanitation equipment and supplies from the following vendors:

- Capitol Supply
- Capture, LLC
- Cufis Office Supply, Inc
- Hoffman Technologies, Inc.
- Industries for the Blind, Inc, Milwaukee
- M.A.N.S. Distributors, Inc (two contracts/one catalog)
- Shelby Distributions Inc
- Staples National Advantage

They are identified as "NAVSUP" following the vendor name after selecting 'Navy Contracts' corridor, and were awarded by the Naval Systems Supply Command in 2012.

There are 15 Office Supply BPAs that provide a wide selection of office supplies from the following vendors:

- Access Products
- ASE Direct, Inc.
- Capitol Supply, Inc.
- Cartridge Savers, Inc.
- Document Imaging Dimensions Inc
- EZ Print Supplies

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

- Independent Stationers
- Metro Office Products
- New York Inkjet
- Office Depot
- Shelby Distributions Inc.
- Sita Business Systems, Inc.
- Staples National Advantage
- Stephens Office Supply
- WECsys, LLC.

They are identified as "FSSI BPA" following the vendor name after selecting 'Navy Contracts' corridor, and were awarded by GSA in 2011

There are four AbilityOne contracts that provide a wide selection of Ability One products from the following vendors:

- Associated Industries For The Blind, Inc
- Envision Xpress Inc.
- Industries for the Blind, Inc.
- South Texas Lighthouse for the Blind

Guidance for GCPC micro purchases of strategically sourced commodities using DOD EMALL:

DON GCPC procurement policy is to use government automated purchasing systems to ensure compliance with Federal Procurement policy and DON strategic sourcing policy. When using DOD E MALL, DON CHs should begin searches in the Navy Contracts Corridor. Only if the product cannot be located from the Navy Contracts Corridor vendors should the search be expanded to "ALL DOD E MALL". When shopping in "ALL DOD E MALL", CHs should be aware there is a surcharge for DLA provided items. DON strategic sourcing policy is as follows:

- Office Supplies – CONUS CHs should use either the local SER MART or DOD E MALL to meet requirements
- Incidental janitorial & sanitation supplies - CONUS CHs should use either the local SERV MART or DOD E MALL to meet requirements
- Maintenance & repair supplies – CONUS CHs should use DOD E MALL to meet requirements

In addition, DOD E MALL clearly identifies Ability One, Green and Small Business products, making it easy for CHs to comply with federal procurement policy.

A CH may use a local source to meet emergent micro purchase requirements for strategically sourced commodities if their AO/CO pre-approves the purchase as not practical from a DON strategically sourced vendor, under the following conditions:

- the item required is not available through DOD E MALL or the local SERVMART, or
- the item was available through the DOD E MALL or the local SERVMART, but it could not be delivered within the time required. Emergent requirements should be supported by documenting urgency; i.e. deployment, or
- a significantly lower price for a similar product, compliant with other Federal Procurement Policies (i.e. Ability One), can be obtained locally

When using a local source, the CH should use a local GSA Federal Strategic Sourcing 'brick and mortar' vendor listed above if available.

ACTION REQUIRED:

- CHs should use DOD EMALL or local SERVMARTS for strategically sourced commodities.
- Non use of DOD EMALL or local SERVMARTS for strategically sourced commodities is tracked using the Citi Program Audit Tool. AO/COs are required to pre-approve local purchase of DON strategically sourced commodities. During their required monthly review, the AO/CO is required to document their preapproval by adding the transaction for review in the Citi Program Audit Tool and then assess the transaction as 'Valid', indicating Mandatory Source Screened = 'Yes' and Mandatory Source Used = 'N/A'. They should then document the circumstances surrounding why the purchase was made outside DOD EMALL or the local

GUIDE FOR PROHIBITED & SPECIAL ATTENTION ITEMS. REVIEW NAVSUPINST 4200.99B/NAVSUPINST 4200.85D & SPECIAL ATTENTION LISTING- BEFORE MAKING PURCHASES

SERVMART using the 'Notes" icon on the Transaction Assessment Category Screen. For more information on performing this task see [https://www.navsup.navy.mil/ccpmd/purchase_card/pat/Steps%20for%20Documenting%20use%20on%20non%20DON%20Strategic%20Source%20\(2\).pdf](https://www.navsup.navy.mil/ccpmd/purchase_card/pat/Steps%20for%20Documenting%20use%20on%20non%20DON%20Strategic%20Source%20(2).pdf) .

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PCAN 14 JANUARY 2013 - UPDATE TO GENERAL SERVICES ADMINISTRATION (GSA)
SMART TAX WEBSITE

Note: Level 3 A/OPCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE
WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE A/OPCs, AOs
AND CHs IN YOUR HIERARCHY.

PURPOSE: To inform DON Purchase Card program participants of the
updated GSA Smart Tax website.

OVERVIEW: In an effort to enhance a better understanding of the state
tax issues when using a Government Purchase Card (GPC); GSA has
published a website which contains extensive information and materials
to help cardholders understand state tax issues and how they impact
agency mission and operations.

PRACTICE: Card Holders should familiarize themselves with the GSA
Smart Tax website to understand how to manage the tax exemption status
for the use of the GPC.

I would expect our CHs may see where some Universities that previously did not accept the GCPC will NOW accept it and include the Service Fee.

PCAN 21 FEBRUARY 2013 – SERVICE FEES FOR USING THE GCPC TO PAY GOVERNMENT AGENCIES AND HIGHER EDUCATION INSTITUTIONS

Note: Level 3 A/OPCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE A/OPCs, AOs AND CHs IN YOUR HIERARCHY.

PURPOSE: To inform DON Purchase Card Program participants of changes to VISA rules that now allow Government and higher education institutions to charge a “Service Fee” when using the Government Commercial Purchase Card (GCPC).

OVERVIEW: Visa now allows Government agencies and higher education institutions to include a “Service Fee” (also referenced as a Convenience Fee) when using the GCPC to procure or pay for goods or services. A “Service Fee” is not to be confused with “Surcharge” as outlined in the PCAN dated 24 January 2013. Government Agencies that routinely accept the GCPC (i.e. GSA and DLA) are not expected to include a “Service Fee”.

The following points are of particular interest to the GCPC program:

1. CHs should always verify if a “Service Fee” will be levied when making a payment / purchase from other Government agencies or higher education institutions.
 - a. VISA merchant rules require disclosure to the CH of a “Service Fee”
 - b. The “Service Fee” will appear as a separate line item on the receipt and a separate transaction on the statement.
2. CHs should consider other sources for similar goods or services, whenever available, which do not assess a “Service Fee”.
3. A “Service Fee” is NOT the same as a “Surcharge”.
 - a. A “Service Fee” does not have a percentage limit such as “Surcharge” rules.
 - b. Although some states have laws in place limiting “Surcharges”, (CA, CO, CT, FL, KS, MN, MA, NY, OK & TX) individual laws may or may not exempt Government Agencies and public Higher Education Institutions. VISA definitions of “Surcharge” and “Service Fees” may vary from State law definitions. For questions regarding State law implications contact your local Office of General Counsel.
4. U.S. Treasury policy is to limit intergovernmental purchase card payments to no more than \$49,999.99.
5. When the GCPC is used as a Method of Payment, CHs must first consult with the Contracting Officer before paying “Service Fees” to ensure it’s allowable under the contract terms and conditions.

